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Description of document: Federal Bureau of Investigation (FBI) File Number 66-HQ-2554: FBI Executives Conference, Sections 20, 21, and 26, 1943-1945

Released date: 27-January-2011

Posted date: 21-March-2011

Date/date range of document: 1943-1945

Source of document: Federal Bureau of Investigation
Attn: FOI/PA Request
Record/Information Dissemination Section
170 Marcel Drive
Winchester, VA 22602-4843
Fax: (540) 868-4995/4996/4997
E-mail: foiparequest@ic.fbi.gov

Note: The Executive Conference consists of the top-level FBI officials and meets periodically to review and recommend policy.
Due to image quality, only a limited number of pages could be processed with optical character recognition (OCR).
Also see: Marquette University Raynor Memorial Libraries, Special Collections and University Archives, FBI Records:
<http://www.marquette.edu/library/archives/Mss/FBI/FBI-series62.shtml>

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U.S. Department of Justice

Federal Bureau of Investigation

Washington, D.C. 20535

January 27, 2011

Subject: FILE NUMBER 66-HQ-2554

FOIPA No. 1133720- 000

The enclosed documents were reviewed under the Freedom of Information/Privacy Acts (FOIPA), Title 5, United States Code, Section 552/552a. Deletions have been made to protect information which is exempt from disclosure, with the appropriate exemptions noted on the page next to the excision. In addition, a deleted page information sheet was inserted in the file to indicate where pages were withheld entirely. The exemptions used to withhold information are marked below and explained on the enclosed Form OPCA-16a:

Section 552

- ☐ (b)(1)
- ☐ (b)(2)
- ☐ (b)(3) _____
- _____
- _____
- ☐ (b)(4)
- ☐ (b)(5)
- ☐ (b)(6)

- ☐ (b)(7)(A)
- ☐ (b)(7)(B)
- ☐ (b)(7)(C)
- ☒ (b)(7)(D)
- ☐ (b)(7)(E)
- ☐ (b)(7)(F)
- ☐ (b)(8)
- ☐ (b)(9)

Section 552a

- ☐ (d)(5)
- ☐ (j)(2)
- ☐ (k)(1)
- ☐ (k)(2)
- ☐ (k)(3)
- ☐ (k)(4)
- ☐ (k)(5)
- ☐ (k)(6)
- ☐ (k)(7)

931 **pages** were reviewed and 919 **pages** are being released.

☒ Document(s) were located which originated with, or contained information concerning other Government agency(ies) [OGA]. This information has been:

- ☒ referred to the OGA for review and direct response to you.
- ☐ referred to the OGA for consultation. The FBI will correspond with you regarding this information when the consultation is finished.

☒ You have the right to appeal any denials in this release. Appeals should be directed in writing to the Director, Office of Information Policy, U.S. Department of Justice, 1425 New York Ave., NW, Suite 11050, Washington, D.C. 20530-0001. Your appeal must be received by OIP within sixty (60) days from the date of this letter in order to be considered timely. The envelope and the letter should be clearly marked "Freedom of Information Appeal." Please cite the FOIPA Number assigned to your request so that it may be easily identified.

☐ The enclosed material is from the main investigative file(s) in which the subject(s) of your request was the focus of the investigation. Our search located additional references, in files relating to other individuals, or matters, which may or may not be about your subject(s). Our experience has shown, when ident, references usually contain information similar to the information processed in the main file(s). Because of our significant backlog, we have given priority to processing only the main investigative file(s).

If you want the references, you must submit a separate request for them in writing, and they will be reviewed at a later date, as time and resources permit.

☒ See additional information which follows.

Sincerely yours,



David M. Hardy
Section Chief
Record/Information
Dissemination Section
Records Management Division

Enclosure(s)

Please be advised, this is the fourth interim release of documents responsive to your request for information concerning File Number 66-HQ-2554. We are providing you with a processed copy of 66-HQ-2554 Sections 20, 21, and 26. Additional sections will be provided to you in a future interim release.

In accordance with Department of Justice regulations, (Title 28, Code of Federal Regulations, Sections 16.11), there is a fee of \$15 per CD. Please submit your check or money order for this release in the amount of \$15 payable to the Federal Bureau of Investigation. To ensure payment is properly credited, please include the FOIPA number on your check or money order and forward the payment to the following address:

Work Processing Unit
Records Dissemination Section
Records Management Division
Federal Bureau of Investigation
170 Marcel Drive
Winchester, Virginia 22602

EXPLANATION OF EXEMPTIONS

SUBSECTIONS OF TITLE 5, UNITED STATES CODE, SECTION 552

- (b)(1) (A) specifically authorized under criteria established by an Executive order to be kept secret in the interest of national defense or foreign policy and (B) are in fact properly classified to such Executive order;
- (b)(2) related solely to the internal personnel rules and practices of an agency;
- (b)(3) specifically exempted from disclosure by statute (other than section 552b of this title), provided that such statute(A) requires that the matters be withheld from the public in such a manner as to leave no discretion on issue, or (B) establishes particular criteria for withholding or refers to particular types of matters to be withheld;
- (b)(4) trade secrets and commercial or financial information obtained from a person and privileged or confidential;
- (b)(5) inter-agency or intra-agency memorandums or letters which would not be available by law to a party other than an agency in litigation with the agency;
- (b)(6) personnel and medical files and similar files the disclosure of which would constitute a clearly unwarranted invasion of personal privacy;
- (b)(7) records or information compiled for law enforcement purposes, but only to the extent that the production of such law enforcement records or information (A) could be reasonably be expected to interfere with enforcement proceedings, (B) would deprive a person of a right to a fair trial or an impartial adjudication, (C) could be reasonably expected to constitute an unwarranted invasion of personal privacy, (D) could reasonably be expected to disclose the identity of confidential source, including a State, local, or foreign agency or authority or any private institution which furnished information on a confidential basis, and, in the case of record or information compiled by a criminal law enforcement authority in the course of a criminal investigation, or by an agency conducting a lawful national security intelligence investigation, information furnished by a confidential source, (E) would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions if such disclosure could reasonably be expected to risk circumvention of the law, or (F) could reasonably be expected to endanger the life or physical safety of any individual;
- (b)(8) contained in or related to examination, operating, or condition reports prepared by, on behalf of, or for the use of an agency responsible for the regulation or supervision of financial institutions; or
- (b)(9) geological and geophysical information and data, including maps, concerning wells.

SUBSECTIONS OF TITLE 5, UNITED STATES CODE, SECTION 552a

- (d)(5) information compiled in reasonable anticipation of a civil action proceeding;
- (j)(2) material reporting investigative efforts pertaining to the enforcement of criminal law including efforts to prevent, control, or reduce crime or apprehend criminals;
- (k)(1) information which is currently and properly classified pursuant to an Executive order in the interest of the national defense or foreign policy, for example, information involving intelligence sources or methods;
- (k)(2) investigatory material compiled for law enforcement purposes, other than criminal, which did not result in loss of a right, benefit or privilege under Federal programs, or which would identify a source who furnished information pursuant to a promise that his/her identity would be held in confidence;
- (k)(3) material maintained in connection with providing protective services to the President of the United States or any other individual pursuant to the authority of Title 18, United States Code, Section 3056;
- (k)(4) required by statute to be maintained and used solely as statistical records;
- (k)(5) investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment or for access to classified information, the disclosure of which would reveal the identity of the person who furnished information pursuant to a promise that his/her identity would be held in confidence;
- (k)(6) testing or examination material used to determine individual qualifications for appointment or promotion in Federal Government service the release of which would compromise the testing or examination process;
- (k)(7) material used to determine potential for promotion in the armed services, the disclosure of which would reveal the identity of the person who furnished the material pursuant to a promise that his/her identity would be held in confidence.

FBI File Number 66-HQ-2554, Section 20

EPC:IEK

July 28, 1943

THE DIRECTOR

Department Conference

Mr. Thomas D. Quinn presently represents the Department of Justice on the Interdepartmental Radio Advisory Committee. On July 8 you suggested to the Attorney General if in the future any change was contemplated in this designation that the Attorney General might want to select a representative from the FBI in view of the large amount of radio matters handled by the FBI. On July 20 Mr. Carusi stated that the Attorney General agrees with the suggestion and requested the name of a person recommended for designation.

Mr. Coffey proposed the name of Ivan M. Conrad, Chief Radio Engineer in the Laboratory. The majority of the Conference, consisting of Messrs. Tolson, Nichols, Carson, Hince, Acers, Ladd, Mumford, and Rosen, were of the opinion that Mr. Coffey should represent the Department on the Interdepartmental Radio Advisory Committee.

If you concur, a memorandum for Carusi is attached hereto for your signature.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/19/91 BY SP5CJ/bce

7323,013

Clyde Tolson, Chairman

W. H. Glavin, Secretary

CC - Mr. Glavin

EX-14 RECORDED

66-2554-2056

FEDERAL BUREAU OF INVESTIGATION

AUG 6 1943

U. S. DEPARTMENT OF JUSTICE

Encl.

57 AUG 12 1943

ORIGINAL COPY FILED IN 62-12364-3

July 28, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Nichols, Ladd, Rosen, Tracy, Hince, Acers, Mumford, and Carson being present, considered the matter of per diem payments to agents in training for SIS assignments. It will be recalled that this training is for a five week period in the classroom during which time the trainees are instructed in the Spanish (or Portuguese) language. Thereafter, the men are trained individually on the particular country to which they are going and are also furnished appropriate training as to the cover to be utilized by them. The total training will ordinarily average about two months, a portion of such being in New York as regards the training on the cover to be utilized by the agent.

We have in the past kept these agents on per diem while they were in training in the same manner as agents attending in service school. The conference was unanimously of the opinion that these agents in training for SIS assignment should be quartered in the Armory while in training in so far as living quarters are concerned and should not be paid any per diem. With regard to that portion of the training given to a trainee individually as to his cover company, etc., which would necessitate his being outside of the city of Washington, he would, of course, under the proposal of the Conference, receive per diem for the actual period that he is outside of Washington on training. In other words, the Conference proposes to fix the trainees' headquarters at Washington, D. C. immediately upon an agent's arrival from the field for SIS training. This fixation of headquarters at Washington would remain until the agent departs on assignment to Latin America.

Upon the agent's departure to Latin America on assignment, his headquarters are fixed in the city in Latin America to which he is assigned, this being in accordance with the latest ruling of the Budget Bureau which provided for a scale of living allowances which, it will be recalled, we are paying our employees at the present time in accordance with the Budget Bureau order. The Conference was unanimously of the opinion that in the event an agent is called back to Washington for a conference, medical examination, or transfer after becoming uncovered on his original assignment, he should be paid per diem in connection with such trip. If this proposal is adopted, it will mean that SIS agents do not get per diem at any time while on SIS assignment except when traveling on official business in Latin America outside of their headquarters city in Latin America or while

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RECORDED

HEREIN IS UNCLASSIFIED

DATE 4/1/83 BY SP5RJC/LBWY

#228,287

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4/17/91

54 AUG 29 1944

66-2554-2056X
FEDERAL BUREAU OF INVESTIGATION
AUG 3 1944
U. S. DEPARTMENT OF JUSTICE

Memorandum for the Director

~~CONFIDENTIAL~~

- 2 -

Mr. Coffey pointed out also to the Conference that the

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Union Company states that this is not so. Mr. Coffey further suggested that if there is any considerable delay on our messages being received from our London representatives through their transmission from the State Department a regular priority for cable usage be secured by Mr. Thurston and cable lines be used without going through the State Department. Mr. Coffey is going to discuss this matter with Mr. Thurston before his return to London.

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

~~CONFIDENTIAL~~

Memorandum for the Director

Page 2

traveling to and from Washington on official business while on actual SIS assignment in Latin America. If approved, this procedure will be adopted with regard to the next class of SIS trainees scheduled to start in about three weeks.

Respectfully,
For the Conference,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

"OK" H.

JOHN EDGAR HOOVER
DIRECTOR



MWA:MMH

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

August 5, 1943

MEMORANDUM FOR THE DIRECTOR

CG-287

Mr. Tolson ✓
Mr. E. A. Tamm ✓
Mr. Clegg ✓
Mr. Coffey ✓
Mr. Glavin ✓
Mr. Ladd ✓
Mr. Nichols ✓
Mr. Rosen ✓
Mr. Tracy ✓
Mr. Acers ✓
Mr. Carson ✓
Mr. Harbo ✓
Mr. Hendon ✓
Mr. Mumford ✓
Mr. Starke ✓
Mr. Quinn Tamm ✓
Tele. Room ✓
Mr. Nease ✓
Miss Beahm ✓
Miss Gandy ✓

The Executive Conference, consisting of Messrs. Tracy, Quinn Tamm, Coffey, Carson, Hince, Ladd, Mumford, Rosen, and Acers, considered a request submitted by Miss Frances C. LoMedico of the Identification Division for approval of her request for additional gas rationing allotment.

For the Director's information, Miss LoMedico transports four Bureau employees to work in her personally-owned car.

The Director's signature on the attached form merely certifies that to the best of his knowledge the facts set out in Miss LoMedico's application concerning the place of employment and number of miles driven to and from the Bureau are accurate.

The Conference recommends approval of Miss LoMedico's request.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/17/91 BY 3050/bce

#323013

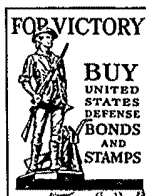
cc: Mr. Glavin

Clyde Tolson
Chairman

EX-56 RECORDED

W. R. Glavin
Secretary

66-2554-2057
F B I
20 AUG 13 1943



5 AUG 16 1943

Form Detached
& sent to Miss LoMedico
8-10-43
MWA

UNRECORDED COPY FILED IN ALPHABETICAL

WRG:LTS

August 2, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Rosen, Mumford, Tracy, Carson, Coffey, Hince, Acers, Ladd, and Glavin, reconsidered the Executive Conference memorandum of July 19, 1943, regarding the desirability of continuing to have the designation of Special Employee Agent for the NPA graduates who are presently employed by the Bureau.

It was pointed out by Mr. Tolson and others that having the designation on the commission cards of these employees as Special Employee Agent may at some time tend to embarrass the Bureau in the event some defense attorney brings this point up at the trial of a case in which an NPA graduate in our service is testifying.

The Conference further considered the possibility, as a result of changing the title of these employees to Special Agent, of their using this title after the war for personal gain. The Conference was of the unanimous opinion that if and when these NPA men return to civil life from the Bureau's service, they are going to comment on the fact that they were Special Agents of the FBI, and as a practical matter they are performing Special Agent duties of all types at this time.

The Conference, therefore, recommends that the Special Employee Agent designation be eliminated and that for our own records within the Bureau these NPA men be shown as Special Agents (E), which will place on notice Bureau officials as to the qualifications of the Agent in the same manner as to Special Agents (A) and Special Agents (and that on the commission cards of these employees the title Special Agent only be shown. It is also recommended by the Conference that the official payroll title of these employees in so far as the Department of Justice records are concerned be changed to show the position as Special Agent instead of Special Employee Agent.

Respectfully,
For the Conference

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DATE 4/17/94 BY SP5 SC

NOT RECORDED
58 SEP 26 1943

CLYDE TOLSON

W. R. Glavin

Chairman INITIALS ON SECRETARY

53 SEP 21 1949

lson
 A. Tamm
 egs
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 Ann. Tamm
 asy
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IN

UNITED STATES DEPARTMENT OF JUSTICE

WASHINGTON, D. C.
August 1, 1943

MEMORANDUM

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/17/97 BY SP5C/KSC

#323013

The Executive Conference consisting of Messrs. Tolson, Tracy, Quinn Tamm, Nichols, Coffey, Carson, Mumford, Rosen, and Glavin considered the desirability of purchasing additional Speed Graphic cameras with accessories.

The Conference was advised that the Polmer Graflex Corp. at Rochester, New York, now has enough orders on hand to take all of the Graphic Cameras which are now available from their stocks; that the Polmer Graflex Corp. feels that, if we secured the proper priority, they could deliver certain of these cameras to us as we needed them; but they took the liberty of earmarking 50 such cameras for us and they will hold them until August 1 for our use if we wish to purchase them.

It was pointed out to the Conference that 447 Speed Graphic Cameras are at the present time in the entire service divided among the various field offices, the largest office, New York, having 1, such cameras and the smallest distribution of cameras is to Sioux Falls, St. Paul, and Knoxville at which offices cameras are assigned.

The Conference, with the exception of Mr. Tracy, feels that we should secure these additional 50 cameras since at this time we have notice that there will undoubtedly be difficulties in securing additional cameras of this type in the future. It is believed by the majority of the Conference that the additional 50 cameras can be utilized by the Bureau since requests are received from time to time from the various field offices for additional cameras. For the information of the Director, the Speed Graphic camera is the regular newspaper type of camera used by the Bureau and can be purchased at a cost of approximately \$100 each.

Mr. Tracy feels that we have a sufficient number of cameras on hand at the present time and registers his dissent to the purchase of this type. Should the Director approve these purchases as recommended, the representative of the Graflex people will immediately be contacted.

Respectfully,

For the Conference

Clyde Tolson,

Chairman

Chairman

Secretary

| |
|--------------|
| 66-2554-1 |
| NOT RECORDED |

ORIGINAL FILED IN 66-6116-13

July 30, 1943

CHC:LL

ALL INFORMATION CONTAINED
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DATE 4/17/91 BY SP5CJ/ace
11323013

MR. LADD

Reference is made to the attached communication forwarded to the Bureau by Marsh & McLennan Insurance Company of Washington, in which they set forth their desire to furnish personal accident insurance for civilians who are sent abroad on Government business.

I question the advisability of utilizing this service by men on SIS assignment, in that I do not think such information should be made available and placed in the files of any insurance company. This, I think, applies to both undercover men and men operating within the Embassy.

It is not believed desirable that these individuals apply for insurance, listing their employer as the cover company or as the State Department, for there is some question as to whether that would not be a false statement which could very easily void the policy.

In view of our insurance program for Agents which covers death, and the fact that requests in connection with personal accident insurance are so extremely limited, I do not believe we should give this matter favorable consideration.

Respectfully,

C. H. Carson

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DATE 4/18/92 BY SP5CJ/ace
11323013

166-2554-
NOT RECORDED
98 AUG 26 1943

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____ Attachment
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

77 AUG 31 1943

RETURN DIRECTLY TO SIS DIVISION

INITIALS ON ORIGINAL

ORIGINAL FILE IN 64-4000-170 CT 66-4182-681X

EPC:HGK

July 29, 1943

THE DIRECTOR

Mr. Appel suggested that the name "Technical Laboratory" be changed to the "FBI Laboratories" and that the different units of the Laboratory be then designated by name, such as "Document Laboratory", "Cryptanalysis Laboratory", "Chemistry Laboratory", etc.

Mr. Coffey concurred in Mr. Appel's suggestion entirely. It was pointed out that the adjective "Technical" was rather meaningless in connection with "Laboratory." It was further pointed out that since these different units do specialize in quite different technical fields that they would best be described by the type of work that they do. He further pointed out that the title "FBI Laboratories" was more euphonious.

The majority of the Conference, consisting of Messrs. Tolson, Nichols, Carson, Hince, Acers, Ladd, Mumford, and Loosen, concurred to the extent that henceforth the name "FBI Laboratory" (singular) be used to designate the Laboratory activities instead of "Technical Laboratory" as in the past. These members of the Conference felt that it was not necessary to formally designate the different units in the Laboratory by individual names, such as "Document Laboratory", etc.

If you concur with the majority, a letter to Mr. Appel is attached and the necessary action will be taken to henceforth use the recommended name designation.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/12/91 BY SP5/BJK

Clyde Tolson, Chairman

E. R. Glavin, Secretary

CC - Mr. Glavin

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

166-2554
NOT RECORDED
58 AUG 26 1943

ORIGINAL COPY FILED IN 76-11-5453

MWA:MTS

July 26, 1943

THE DIRECTOR

⁰
The Executive Conference, consisting of Messrs. Mumford, Ladd, Coffey, Carson, Nichols, Tracy, and Acers, considered a request submitted by Supervisor V. P. Keay of the Security Division for approval of his request for additional gas rationing allotment.

For the Director's information, Supervisor Keay transports four supervisors of the Bureau to work in his personally-owned car.

The Director's signature on the attached form merely certifies that to the best of his knowledge the facts set out in Mr. Keay's application concerning the place of employment and number of miles driven to and from the Bureau are accurate.

The Conference recommends approval of Mr. Keay's request.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

66-2554-V
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SERIALS ON ORIGINAL - 8

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HEREIN IS UNCLASSIFIED
DATE 4/12/81 BY SP-7/bc
#323813

237
AUG 10 1943

ORIGINAL COPY FILED IN 66-1484-1715

NWA:MTS

July 26, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Ladd, Mumford, Coffey, Carson, Nichols, Tracy, and Acers, considered a request submitted by Assistant Chief Radio Operator Allison D. Farley, assigned to the Bureau radio station at Waldorf, Maryland, for approval of his request for additional gas rationing allotment.

For the Director's information, Farley is on call twenty-four hours a day and public transportation is not available from the District line to his home between the hours of 1:30 A.M. and 6:00 A.M., making it impossible for him to return home from a night shift or to arrive at work on time for the day shift except by use of the available taxicab service.

The Director's signature on the attached form merely certifies that to the best of his knowledge the facts set out in Mr. Farley's application concerning the place of employment and number of miles driven to and from his headquarters are accurate.

Mr. Tolson _____ The Conference recommends approval of Mr. Farley's request.

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Coffey _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Harbo _____

Mr. Hendon _____

Mr. McGuire _____

Mr. Mumford _____

Mr. Piper _____

Mr. Quinn Tamm _____

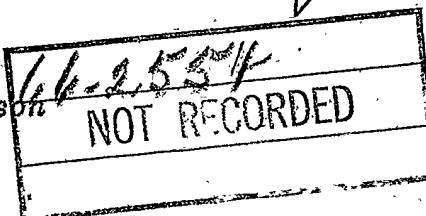
Mr. Nease _____

Miss Gandy _____

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary



- ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/17/94 BY SP5CJ/bcc
#323,813

24 AUG 12 1943

ORIGINAL COPY FILED 1722

JK1:EK

July 27, 1943

THE DIRECTOR

The Executive Conference on July 26, 1943, attended by Messrs. Ladd, Glavin, Hince, Acers, Carson and Mumford, considered the suggestion of Special Agent Supervisor James S. Spratt of the Security Division that in order to avoid errors in reports submitted from the field, the report be returned to the dictating Agent for personal review and initialing before being approved, signed and transmitted by the Special Agent in Charge.

The Conference was of the opinion that no specific rule in this regard could be promulgated because of the impracticability of such a rule at times when Agents are on road trips or out of the district when the report has been typed up and is ready for approval. It was pointed out that in most offices this practice is followed as completely as feasible at the present time.

If you concur with the opinion of the Conference, there is attached hereto for your approval a letter of acknowledgment to the Agent who made the suggestion.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE BY

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen Attachment
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____

Clyde Tolson
Chairman

W. E. Glavin
Secretary

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/17/98 BY SP3C/bc

42363073

Miss Gandy _____
2 AUG 25 1943

66-2554
INITIAL ON ORIGINAL

ORIGINAL COPY FILED IN 66-2435-1119

JOHN EDGAR HOOVER
DIRECTOR



MWA:MMH

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

August 3, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tracy, Acers Coffey, Quinn Tamm, Carson, Hince, Ladd, Mumford, and Rosen, considered a request submitted by Special Agent G. F. Mesnig of Division Seven for approval of his request for additional gas rationing allotment.

For the Director's information, Agent Mesnig transports three supervisors and one assistant cryptographer of the Bureau to work in his personally-owned car.

The Director's signature on the attached form merely certifies that to the best of his knowledge the facts set out in Mr. Mesnig's application concerning the place of employment and number of miles driven to and from his headquarters are accurate.

The Conference recommends approval of Mr. Mesnig's request.

Respectfully,
For the Conference

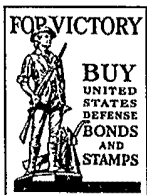
Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC: Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 7/17/91 BY SP522/lee
#323813



Mr. Tolson ✓
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin ✓
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Acers
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Starke
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

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EX-58

66-2554-2058

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| 20 AUG 13 1943 | | |

Form detailed and
sent to Mr. Mesnig
8-7-43
MWA

AR/bw
Sugg. #52

August 30, 1943

Employee: Agent David W.
Hagee, Los Angeles

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion submitted by Special Agent David W. Hagee concerning the possibility of numerous offenses being committed on and in airplanes which will probably come within the jurisdiction of the Federal Government. It can be anticipated that interstate and international transportation of stolen planes, motors and parts, and use of planes in aiding or abetting Federal crimes will create new fields of activity among the criminal element.

RECOMMENDATION:

It is recommended that a memorandum be sent to the Department recommending legislation to cover the various phases of activity which could be reasonably expected to fall within the jurisdiction of the FBI.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/17/94 BY SP5CJ/bce

#323,013

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Glavin

66-2554-
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58 SEP 22 1943

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SEP 27 1943

U. S. DEPT. OF JUSTICE
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HHC:BG

August 28, 1943

THE DIRECTOR

RE: THE RECOMMENDATION BY BUREAU AGENTS
AS TO PROSECUTION.

The Executives Conference, with Messrs. Carson, Quinn Tamm, Glavin, Ladd, Acers, Nichols, Hendon, Coffey, Hince, Mumford, Rosen and Clegg being present, considered the above subject matter. It was pointed out that, in increasing numbers and to an extent not known before, U. S. Attorneys known to be friendly to the Bureau are suggesting that Special Agents were going outside their previous activities in that they were now suggesting and urging prosecution in cases wherein the U. S. Attorney either had not invited their opinion or where the U. S. Attorney was opposed to prosecution.

An attempt was made to analyze the causes for this charge and it was found that prior to 1939 it was almost an infallible rule that no Special Agent would make such recommendations or urge prosecution. Infrequently before that date the Bureau would take occasion to call to the attention of the Department matters regarding internal security and Federal violations wherein the U. S. Attorney or the Department had failed to take action which the Bureau believed should be taken.

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NOT RECORDED

There has also been inaugurated the practice, which is carried out, of transmitting to the field each month a list of statistical results by field offices, showing convictions among other items. At these conferences the necessity of each office contributing properly and proportionately to the Bureau's accomplishments also has been stressed. About 40 years ago a number of the supervisors were urging Special Agents to build up statistics in their particular types of violations, which was criticized and has been largely discontinued, although passing reference is made to statistical accomplishments with some good purpose before agents' schools at the present time.

From time to time the Department will transmit the Bureau's memorandum to the U. S. Attorney, wherein it is indicated that a case should be reconsidered. This is a departure from practices under previous administrations, where the Bureau's memorandum to the Department was considered a courtesy to the Department and the Chief of the Criminal or other division would then prepare, over his own signature, a letter calling the attention of the U. S. Attorney to the case and making suggestions or asking for explanations. The practice now, however, is for the Department to shift the "heat" directly to the Director since a copy of the memorandum bearing the Director's name is transmitted to the

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
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Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

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HEREIN IS UNCLASSIFIED
DATE 4/17/91 BY SP5C/PLC

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U. S. Attorney. It was believed that the rivalry between field offices for statistical showings, and this rivalry was noticed by Mr. Glavin and Mr. Clogg during dinner and luncheon periods at Chicago, has caused SACs to place a special and perhaps an exaggerated emphasis on the matter of statistical accomplishments in the way of convictions. This causes the re-presentation of cases to U. S. Attorneys by Resident Agents, agents on road trips and old agents as well as new ones.

There was some discussion of the fact that the Bureau should expand its record of statistics to include the number of people engaged in defense work whose records have been searched and memoranda prepared, when facts were available in the Bureau's files; the number of cases or some other indication as to the volume of work handled and perhaps even the number of instances in which the Bureau's investigators were able to establish the innocence of the accused. It was pointed out, for example, that the Bureau's enforcement of bank robbery statutes had reduced bank robbery to an almost negligible quantity and consequently statistics in this field are less than was the case several years ago. So the Conference members were urged to consider and to suggest, when they had an idea, as to how the Bureau's statistics might even more effectively show the volume, the extent and the efficiency of the Bureau's work.

RECOMMENDATION: It was unanimously recommended that a letter be transmitted to the Special Agents in Charge, dealing with this problem along the lines of the attached letter which is submitted for approval.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachments

LAH:BG

August 24, 1943

Sugg. No. 61

Employee: Miss Dorothy C.
Scobie

THE DIRECTOR

Members present: Messrs. Ladd, Nichols, Rosen, Tracy,
Hendon, Carson, Mumford, Acers and Hince.

Employee suggests: That office hours be changed in the
New York office from 8:30 AM to 6:00 PM daily with a one-hour
lunch period, thereby making Saturday a working day from 8:30 AM
to 2:00 PM. She points out that shopping and recreational activities
are confined to week-ends and that female employees find it difficult
to shop.

RECOMMENDATION: Unfavorable. The Conference pointed out that adoption
of the suggestion was prevented by law.

Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/17/91 BY SP5CJ/SC

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
cc. Mr. Glavin
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

166-2554-✓
NOT RECORDED
59 SEP 23 1943

INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-7864-51

LAH:BG

August 24, 1943

Suggs. Nos. 87 and 88
Employee: Theodore L.
Kubicek, SA

THE DIRECTOR

Members present: Messrs. Ladd, Nichols, Rosen, Tracy, Hendon,
Carson, Lumford, Acers and Hince.

1. Employee suggests: That the Bureau's rule that the use of Bureau automobiles be restricted to official business should be modified to permit furnishing rides to citizens in order to conform to the "share-the-car" plan. He pointed out that at one shipyard in New Orleans he was asked for a ride by a guard and that his refusal to furnish the ride put the Bureau in a bad light. He points out that he has been embarrassed by situations where he had had to refuse rides to persons who not only were having difficulty in obtaining a means of transportation but also who knew who he was.

RECOMMENDATION: Unfavorable. The Conference felt that the Bureau could not justify the use of official automobiles for the transportation of private persons and that the Bureau would have to rely on the good judgment of each Special Agent in avoiding any embarrassment.

2. Employee suggests: That the Bureau might be able to develop closer cooperation with ONI, G-2 and law enforcement agencies if the Bureau would solicit periodically from these organizations the names of their more wanted persons which would be indexed, posted in the field office or given to each agent. He suggests that these wanted persons might be located incidentally by agents conducting their own investigations and that this should result in closer liaison between the Bureau and other agencies.

Mr. E. A. Tamm
Mr. ~~RECOMMENDATION~~: Unfavorable. The Conference believed that this was a far-fetched
Mr. ~~proposal~~, that there would be unnecessary paper work and that there are a sufficient
Mr. ~~number~~ of persons wanted by the Bureau to engage the full attention of Special
Mr. ~~agents~~ without soliciting such material from other agencies.

Mr. Nichols
Mr. Rosen Employee advised by letter.

Mr. Tracy

Mr. Carson

Mr. Harbo

Mr. Hendon ALL INFORMATION CONTAINED

Mr. McGuire HEREIN IS UNCLASSIFIED

Mr. Mumford DATE 4/17/91 BY SP5CJ/16ce

Mr. Piper #323013

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

166-2554-
NOT RECORDED
57 SEP 18 1943

51 SEP 20 1943

cc-Mr. Glavin

ORIGINAL COPY FILED IN 66-2554-1755

JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.
September 3, 1943

MWA/elg

MEMORANDUM FOR THE DIRECTOR

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

The Executive Conference, consisting of Messrs. Tracy, Quinn Tamm, Coffey, Hendon, Clegg, Hince, Ladd, Mumford, Rosen, and Acers, considered a request submitted by Special Agent W. W. Wood of Division Five for approval of his request for additional gas rationing allotment.

For the Director's information, Agent Wood transports three Bureau Supervisors to work in his personally-owned car.

The Director's signature on the attached form merely certifies that to the best of his knowledge the facts set out in Mr. Wood's application concerning the place of employment and number of miles driven to and from his headquarters are accurate.

The Conference recommends approval of Mr. Wood's request.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 7/23/94 BY SP5CJA/ML

#323013

*sent to
Mr. Glavin
9/8/43
CgW*

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED

SEP 12 1943



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WRG:lrd

September 18, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Mumford, Hendon, Nichols, Acers, Coffey, Carson, Clegg, Tracy, Rosen and Glavin considered a memorandum from Mr. John Q. Cannon, Administrative Assistant to the Attorney General, with which he forwarded a copy of a communication from the Postmaster General concerning the use of automobiles assigned to other Government agencies to the Post Office Department for the delivery of mail during the Christmas season.

It appears that the various Postmasters throughout the country are going to contact various Government agencies for the purpose of borrowing vehicles for this purpose.

The Conference feels that the automotive equipment of the Bureau is such, inasmuch as it is being used for investigative and pursuit purposes only, as to make impossible our loaning any equipment to the Post Office Department during this period of time. There will be no off-season of investigative work during this period of time and inasmuch as we do not have a sufficient number of automobiles at this time to take care of all of our needs, it would be foolhardy to try in any way to further reduce our automotive equipment during that particular period.

The Conference recommends that the Administrative Assistant to the Attorney General be so advised and, further, that the attached form letter go forward to all field offices concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/23/91 BY SP5CJ/ka
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NOT RECORDED
58 SEP 21 1943
J. Edgar Hoover
Chairman

Tolson _____
A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
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Hendon _____
Mumford _____
Tamm _____
Glavin _____
Tolson _____

SEP 24 1943

D. R. Glavin
Secretary

Attachments

ORIGINAL COPY FILED IN

62-20602-547

September 17, 1943

MEMORANDUM FOR THE DIRECTOR

The Conference was advised by Mr. Glavin that this information can be secured when the payroll is checked in the Budget Section and the inclusion of this information with the check will not make necessary additional personnel or a great deal of additional work.

The Conference unanimously recommends approval of the suggestion submitted by Mr. Lee.

Respectfully submitted,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN, IS UNCLASSIFIED

DATE 4/23/91 BY SP5C/BCE

#323013

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

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NOT RECORDED
59 SEP 23 1943

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SEP 29 1943

September 16, 1943

HHC:AMR

THE DIRECTOR

The Executive Conference considered the recommendation of Mr. E. A. Tamm that an arbitrary deadline of six months be placed on the length of time cases would be assigned to police departments, and if they were not handled within that period by the police, the individual assignment of the case would be withdrawn and the case reassigned to a Special Agent.

The Executive Conference considered this suggestion and unanimously recommended its approval with the provision, (1) that the police not be informed that this practice is being initiated, (2) that there be a requirement for the review of these files upon withdrawing the assignment from police in order to see whether the case still needs investigation and whether it may be closed administratively, (3) that the Field Offices be informed that it is essential that they supervise these cases and that they make constructive endeavors to have the police handle the cases during the courses of time they are assigned.

This suggestion, with provisions mentioned, was unanimously approved and there is attached hereto a suggestive bulletin for approval in order to put into effect this procedure.

Respectfully,
FOR THE CONFERENCE

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/23/91 BY SP5/BJC

#323013

Clyde Tolson
Chairman

W. R. Glavin
Secretary

166-2554
NOT RECORDED

57 OCT 6 1943

INITIALS ON ORIGINAL

61 OCT 7 1943

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BHC:BG

September 16, 1943

THE DIRECTOR

Glavin
The Executives Conference, those present being Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Hince, Carson, Ladd, Mumford, Rosen and Clegg, considered the matter of preparing an agreement for SIS employees to sign before they leave the United States for foreign duty to the effect that they would remain on duty on an SIS assignment for the duration, and it was further suggested that this agreement be executed under oath by all SIS employees who enter upon this sort of work as well as by those already in SIS work before they return from the United States to such assignments.

All members of the Conference except Mr. Hendon agreed to this procedure and believe that such an agreement would have a moral and persuasive effect and have the further effect of calling specifically to the attention of the employee the importance of the work and the close similarity between assuming such duties and any other enlistment for war duty.

Mr. Hendon was of the opinion that since such an oath was not legally binding, since such an agreement was not legally binding and since the agreement could not be enforced, it would be a fiction to make use of such a device and he felt that instead of the written agreement under oath, there should be a clear-cut discussion with all the employees who enter upon that work and that they should be given a thorough understanding of the Bureau's expectations.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/23/91 BY 8501/bee

166-2534-
NOT RECORDED
97 OCT 8 1943

CARSON
[Handwritten signature]

866-7017-17
ORIGINAL RETAINED IN SIS FILE

OCT 20 1943
cc-Mr. Glavin

September 16, 1943

HHG:AMR

THE DIRECTOR

The Executive Conference gave further consideration to the attached Executive Conference memorandum, June 2, 1943, which set forth a recommendation which was approved that such pictures as were available and which could be obtained from OWI and were similar to "Prelude to War", "The Nazis Strike", "Divide and Conquer", "Battle of Britain" and others be made available to be shown not only to Special Agents in training but also to clerical employees.

Within a few days the projection equipment in the Training Building at the Armory Annex will have been installed and the question arose as to whether the showing of these pictures, calculated to stimulate morale, should be shown during the regular working hours of the employees in attendance or after working hours.

The Executive Conference recommended that when such pictures were available and suitable they could be shown in Assembly Room Number One in the Department of Justice Building and in Room A, Armory Annex to various employees after office hours when they voluntarily desired to accept the invitation to see them.

It was also felt that some of these pictures might be shown in the Departmental Auditorium on Constitution Avenue in the course of the regular programs which are soon to be reinaugurated there for Bureau employees and members of their families.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

This was unanimously approved by the Executive Conference, those present being Messrs. Tolson, Glavin, Tracy, Quinn Tamm, E. A. Tamm, Hendon, Acers, Hince, Ladd, Mumford, Rosen, Carson and Clegg.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/23/91 BY SP-1/lee

4323013

9 OCT 30 1943

cc--Mr. Glavin

166-2554-1

NOT RECORDED

57 OCT 28 1943

INITIALS ON ORIGINAL

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WRA:lrd

September 16, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Tracy, Quinn Tamm, Acers, Nichols, Carson, Hendon, Ladd, Mumford, Rosen and Glavin considered a memorandum submitted by Mr. John Q. Cannon, Administrative Assistant to the Attorney General, with which he forwarded a copy of a communication received from the Postmaster in Washington, D. C., requesting that all Government departments withhold from the mail during the period from December 1 to December 26, 1943, all bulk mailings of pamphlets, books, forms and other printed matter so as not to seriously interfere with the expeditious handling of the holiday mails.

The Conference is of the unanimous opinion that this information should be made known to the field. There is, therefore, attached hereto a copy of a suggested form letter to all Special Agents in Charge concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

V. R. Glavin
Secretary

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/23/91 BY SP5U/K2

#823,018

Attachment

Tolson
E. A. Tamm
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Coffey
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Acers
Carson
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Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

SEP 23 1943

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58 SEP 22 1943

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 66-3665-1245

lah:jmw

September 15, 1943

THE DIRECTOR

The Executive Conference considered the suggestion of SAC Newman that a permanent property record of property in possession of clerical employees be maintained in the field personnel file of each clerical employee in order to make the maintenance of property records consistent with the manner in which the property records of investigative employees are maintained.

The Conference recommended favorably. It was pointed out that this would involve very little effort inasmuch as there are seldom changes in the property assigned to clerical employees. Also, it will prevent any possibility of property records, now maintained in the administrative files, being destroyed when the administrative files are destroyed annually. If approved, the attached letter will be sent to Mr. Newman and a Manual change will be made.

Those present at the Conference were Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Q. Tamm, Nichols, Hendon, Acers, Clegg, Mumford, Ladd, Rosen, and Hince.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/23/97 BY SP5 CJK

#323013

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Glavin

Tolson
E. A. Tamm
Clegg
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JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

JSR:PJ

September 14, 1943

MEMORANDUM FOR MR. CLEGG

RE: NEW AGENTS' TRAINING COURSE

Reference is made to the attached executive conference memorandum approved by the Director recommending certain changes in the new agents' curriculum.

All these suggested changes have been made and the schedules hereafter will reflect these changes.

Respectfully submitted,

/s/
J. S. Rogers

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/23/91 BY SP12/bca
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FOR DEFENSE



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ORIGINAL FILED 1-1-1922

LAH:JEM

August 31, 1943

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ALL INFORMATION CONTAINED

THE DIRECTOR

HEREIN IS UNCLASSIFIED

DATE 4/23/91 BY SP5Z/fce

The Executive Conference, those present being Messrs. Coffey, Ladd, Rosen, Hendon, Carson, Q. Tamm, Mumford, Acers and Hince, considered the number of suggestions made concerning the New Agents' training course as follows:

1. It was suggested: That consideration be given to shortening the courses of Bankruptcy, Extortion, Firearms Identification and Kidnaping.

The Training Division reported that the Bankruptcy lecture which is now given in two sections with five hours on general investigative work and three hours on accounting work can be reduced by one hour to a total of seven hours by combining the two lectures and having them given by the same instructor.

The Training Division recommended that the five hours now devoted to extortion was needed. The Investigative Division agreed.

The Training Division reported that the three hours given to Firearms Identification was required. Mr. Coffey agreed.

The Training Division reported that the six hours devoted to Kidnaping was needed. The Investigative Division agreed.

RECOMMENDATION:

Mr. Tolson_____ The Conference recommended that the Extortion, Firearms Identification
Mr. E. A. Tamm_____ and Kidnaping lectures be kept at their present periods of time and that the
Mr. Clegg_____ lecture on Bankruptcy be reduced by one hour.

Mr. Coffey_____

Mr. Glavin_____ It was suggested: That the recitation of cases in which Agents lost
Mr. Ladd_____ their lives be transferred from "Technique and Mechanics of Arrest" to the
Mr. Nisubject of "Raids."

Mr. Rosen_____

Mr. Tracy_____ The Training Division proposed that the subjects, "Technique and
Mr. Carson_____ Mechanics of Arrest" and "Raids", both be given at Quantico in lieu of the
Mr. Harbo_____ present method where the subject, "Technique and Mechanics of Arrest" is given
Mr. Hendon_____ at Quantico and "Raids" at Washington. This will permit closer coordination
Mr. McGuire_____ of the instruction.

Mr. Mumford_____

Mr. Piper_____ RECOMMENDATION:

Mr. Quinn Tamm_____ The Conference agreed with the Training Division recommendation.

Mr. Nease_____

Miss Gandy_____ CC - Mr. Glavin

ORIGINAL FILED IN 1-1-1922

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3. It was suggested: That more practice work be given in the subject, "Technique and Mechanics of Arrest"

The Training Division reported that 21 hours is devoted to this work, the greater portion of it being practical work. The Special Agent in Charge of Firearms at Quantico and the Training Division recommended no increase in time.

RECOMMENDATION:

The Conference agreed that 21 hours on the subject, "Technique and Mechanics of Arrest" is adequate.

4. It was suggested: That personal conduct of Special Agents, although thoroughly covered in the study of the Manual of Rules and Regulations, should be discussed both at the beginning and ending of the course. The Training Division reported that this is the present practice and, in addition, the conduct of Special Agents is covered at the time the Agents report to Washington from Quantico, in connection with each section of the Manual of Rules and Regulations that deal with conduct, and in the lectures on the subject, "Administrative Policies of the Bureau" given by the Administrative Division.

RECOMMENDATION:

The Conference agreed that the present practice should be continued.

5. It was suggested: That it should be strongly impressed on New Agents this is a "Re" organization and not an "I" organization.

The Training Division reported that this subject matter is discussed on several occasions during the training course and in the opening and closing lectures.

RECOMMENDATION:

The Conference favored the emphasis on this subject.

6. It was suggested: That the National Defense Manual instead of the Manual of Instructions be covered after the Manual of Rules and Regulations. The Training Division recommended in favor of the Manual of Instructions on the grounds the Manual of Instructions which is more conducive to a preparation of the Agent's mind for the National Defense Manual. There are specific violations with specific elements in the Manual of Instructions and it is possible by presenting this Manual first to impress upon the students the importance of assembling evidence specifically aimed at the violation. On the other hand, the National Defense Manual contains many subjects which do not involve violations of statutes having as clearly defined elements.

RECOMMENDATION:

The Conference unanimously agreed the Manual of Instructions should be covered before the National Defense Manual.

Respectfully,
FOR THE CONFERENCE,

W. R. Glavin,
Secretary

Clyde Tolson.

RHL:MTS

September 11, 1940

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Quinn Tamm, Mr. Nichols, Mr. Carson, Mr. Hinds, and Mr. Laughlin, considered a memorandum submitted by Mr. Coffey, recommending that the Bureau purchase additional x-ray equipment.

Mr. Coffey points out that the portable x-ray equipment has been taken out several times on outside jobs and was presently in New York City. He recommended the purchase of another portable "bgdside" model, which is the same as that presently used in the Laboratory, and states that the cost of both of these units would approximate \$1,400.

The Conference unanimously recommends that this additional equipment be purchased at this time.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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LAH:JD

September 9, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. Coffey, Ladd, Nichols, Rosen, Tracy, Quinn Tamm, Carson, Hendon, Acers, Mumford and Hince, recommended unanimously that the Los Angeles, Detroit, and Birmingham Offices be permitted to maintain separate card indices on Communist matters. The Bureau has previously approved such files for the New York, Chicago, and Washington Field Offices. It has been found that a separate index on Communist matters is essential. It was also pointed out that the names which are indexed in the separate index are also available in the regular field office index, which would permit the separate index to be destroyed if its usefulness ends at any time. If approved, letters to Detroit, Birmingham, and Los Angeles have been prepared.

Respectfully,
FOR THE CONFERENCE

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DATE 4/23/91 BY SP5CJ/602
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Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Glavin

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INITIALS ON ORIGINAL - 8

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September 8, 1943

MEMO:MMH

THE DIRECTOR

The Executive Conference, consisting of Messrs. Rosen, Mumford, Ladd, Hince, Clegg, Hendon, Carson, Q. Tamm, Tracy and Acers, reconsidered the question of maintaining the Denver Office on a 24 hour schedule, inasmuch as SAC Nicholson pointed out in a letter to the Bureau that it would be necessary to make several changes, both in the office and in the space of the Denver Office, in order to effect the necessary security in the event the office were closed from Midnight to 8:00 a.m.

Specifically, a large number of wooden file cabinets, which presently have no locks, would have to be provided with them at a cost of \$175. to \$200. Glass panels in the doors to the office suite would have to be replaced with wooden panels. It was also pointed out that the building management has no one at present to act as watchman or guard except a char man and female elevator operator.

For the Director's information, the Denver Office has a male clerical employee, who is now classified as LP, who will in all possibility not be called into the armed services. Therefore, in view of the expenditure necessary in effecting security measures and in view of the fact that the Denver Office now has a male clerical employee, who can maintain the office from Midnight to 8:00 a.m., the Conference unanimously approved keeping the Denver Office open on a 24 hour schedule.

Mr. Tolson A letter so advising the Denver Office has been prepared, in the event
Mr. E. A. Tamm the Director approves.

Mr. Clegg _____

Mr. Coffey _____

Mr. Glavin _____ ALL INFORMATION CONTAINED

Mr. Ladd _____ HEREIN IS UNCLASSIFIED

Mr. Nichols _____ DATE 4/23/91 BY SP5C/bce

Mr. Rosen _____ #323043

Mr. Tracy _____
cc: Mr. Glavin

Mr. Carson _____

Mr. Harbo _____

Mr. Hendon _____

Mr. McGuire _____

Mr. Mumford _____

Mr. Piper _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

Respectfully, 166-2554
For the Conference NOT RECORDED
SEP 11 1943

Clyde Tolson
Chairman

W. R. Glavin
Secretary

INITIALS ON ORIGINAL

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LAH:JD

September 8, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. Coffey, Ladd, Nichols, Rosen, Tracy, Quinn Tamm, Carson, Hendon, Acers, Mumford and Hince, considered the suggestion of Special Agent J. C. Gartner that a daily report form be adopted which would provide additional space for the insertion of names and addresses of persons interviewed.

RECOMMENDATION: Unfavorable. The Conference felt there was no advantage in the proposed provision inasmuch as whenever a Special Agent interviews more persons than can be recorded on the sixteen lines provided on the present form, he may use another copy of the daily report to handle the additional names and addresses. The Conference felt that inasmuch as there was no advantage to be gained, it would be unwise to cause the unnecessary printing and re-education in the handling of a new form. A letter to the employee has been prepared.

Respectfully,
FOR THE CONFERENCE

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Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Glavin

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LAH:JD

September 8, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. Coffey, Ladd, Nichols, Rosen, Tracy, Quinn Tamm, Carson, Hendon, Acers, Mumford and Hince, considered the suggestion of Mr. Morley that Agents be given brief inspection assignments for one or two hours each month to familiarize them with inspection procedure.

RECOMMENDATION: Unfavorable. The Conference believed that although this training might be helpful generally, it would not provide specific training of immediate value and that there was no more reason to give this type of training to Agents engaged in investigative work than there would be to give Agents training in dozens of other administrative duties of Special Agents in Charge. The Conference felt that the time of Special Agents should be concentrated on investigative activities at this time.

A letter to Mr. Morley has been prepared.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/23/91 BY SP5CJ/K
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cc - Mr. Glavin

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THE DIRECTOR

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The Executive Conference, those present being Messrs. Coffey, Ladd, Nichols, Rosen, Tracy, Quinn Tamm, Carson, Hendon, Acers, Mumford and Hince, unanimously approved a change in Section 7F of the Manual of Rules and Regulations dealing with military records in order to cover the recent change made by the War Department in the location of service records of persons who have been discharged or released from the Army. These records are now located at High Point, North Carolina and leads to obtain information from them should be directed to the Charlotte Office. Accordingly, the Manual section will be changed to read as follows:

7F. MILITARY RECORDS

- (1) Requests to verify or check the fingerprint records of a person known to be in the armed forces should be set out by letter to the Bureau marked "Attention Identification Division".
- (2) Requests to verify or check the records of a person who is presently in the Army where fingerprints are not involved, should be forwarded to the Washington Field Office.
- (3) Requests to verify or check the records of persons who have been discharged or released from the Army where fingerprints are not involved, which records are located in the Adjutant General's Office, Demobilized Records Branch at High Point, North Carolina, should be forwarded to the Charlotte Field Office.
- (4) Requests to verify or check the records of persons who have served or are presently serving in the Navy, Marine Corps or Coast Guard, where fingerprints are not involved, should be forwarded to the Washington Field Office.
- (5) In requesting military records, the following information should be furnished:

- a. Name used on enlistment, date and place of enlistment, and organization or date and place of birth, or
- b. Serial number, or

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Quinn Tamm _____
Nease _____
Gandy _____

cc - Mr. Glavin

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c. Fingerprints (classifications are of little value)

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

QF:mac

September 7, 1943

THE DIRECTOR

The Executive Conference, Messrs. Rosen, Mumford, Ladd, Hince, Clegg, Hendon, Acers, Coffey, Tracy and Quinn Tamm being present, was advised that in the Bureau's contact work in the War Department (such contacts being made by the Identification Division and the Washington Field Office) a room has been allocated to these employees by the War Department; however, telephone facilities are needed and the War Department does not desire to put a telephone in this room at the War Department's expense.

The Conference unanimously recommends that the Chief Clerk's Office provide a telephone for Bureau representatives in Room 3402, Munitions Building, such telephone to be paid for by the Bureau and to operate through the War Department's switchboard.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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September 7, 1943

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DATE 4/23/91 BY SP5CJ/ke
323013

THE DIRECTOR

Re: ELIMINATION OF IDENTIFICATION ORDER AND
APPREHENSION ORDER FILES IN FIELD OFFICES

There are presently maintained in each field office in numerical sequence a special file of Identification Orders and a special file of Apprehension Orders. The I.O.s and A.O.s are maintained separately in these two files, arranged in numerical sequence, in order to enable the field office to determine if any I.O. or A.O. is missing.

The Chicago conference unanimously approved a suggestion that these two cumbersome files be eliminated and, just as Chief Clerks in a field office check off numbers to show what number will be assigned to the next White Slave Traffic Act or National Motor Vehicle Theft Act case, a printed list of numbers could be furnished each field office so that they could check off each I.O. and A.O. as it is received and this check-off on a single sheet of paper would replace these three-drawer file cabinets maintained in field offices.

EXECUTIVES CONFERENCE CONSIDERATION:

Arguments favoring the proposal were that five copies are now maintained in each file and a spare is available when necessary; the elimination

- Mr. Tolson will provide more space and eliminate one additional administrative device; the single sheet of paper with the numbers listed on it, to be checked off, can be so printed or typed that the principal name of a subject can be written alongside for any subsequent need for identifying the subject by number; that it is possible to check the index cards against the names on I.F.s merely by calling the regular case file, as in other cases, and no situation has been cited or was known to the SAC's who considered this matter wherein this file had ever aided in the apprehension of any fugitive.
- Mr. Rosen Those who opposed the suggestion were of the opinion that the files required but little work; they are up to date at present; they serve to put the office on notice when an I.O. or A.O. is missing; they serve as a means of checking the field office index cards against the names and aliases of the subject; Mr. McGuire the present files afford a ready and practically the only reference to locate the subject of an I.O. whose name is not known at the time; Mr. Mumford and the system might provoke correspondence between the Bureau and field offices whenever an I.O. or A.O. is not listed on the tally sheets.
- Mr. Nease
Miss Gandy

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Mess. for Director

Page 2

Those in favor of the suggestion were Messrs. Glavin, Hince and Clegg.

Those opposed were Messrs. Tracy, Quinn Tamm, Carson, Nichols, Acers, Hendon, Mumford, Rosen and Coffey.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

JRM: BK

September 7, 1943

THE DIRECTOR

The Executive Conference attended by Messrs. Ladd, Rosen, Nichols, Coffey, Tracy, Quinn Tamm, Hendon, Hince, Acers, Carson and Mumford, considered a suggestion submitted by the New York Field Office that the President of the Metropolitan Funeral Directors Association, Incorporated, be solicited to insert in the funeral directors publication of nationwide distribution a notice to the effect that the FBI has suggested that they could be of considerable assistance to the Selective Service System if they directed letters to the local draft boards of deceased persons notifying of their death. It was suggested that this might be of assistance in clearing up for the Bureau some of its pending cases.

The Conference was unanimously of the opinion that this is not a proper undertaking for the Bureau; that, however, the Selective Service System might be interested and should therefore be informed of the availability of the procedure. It does not appear that such an undertaking would inure materially to the benefit of the Bureau as we would undoubtedly receive advice from other sources without difficulty in any such instance.

If you concur with the Conference, the New York Field Office will be appropriately advised and a letter will be directed to the Selective Service System informing them.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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DATE 4/23/91 BY SP5CJ/bce
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THE DIRECTOR

RE: DICTATING LENGTHY REPORTS

Those present: Messrs. Tracy, Quinn Tamm, Carson, Nichols, Acers, Hendon, Ladd, Mumford, Rosen, Coffey, Glavin, Hince and Clegg.

The suggestion was made and unanimously approved at the Chicago Conference that whenever an agent has a report (other than an accounting report) to dictate, which it was estimated would be ten or more pages in length, the agent should first be required to confer with his supervisor or SAC in order that it could be determined whether the facts were properly organized and marshaled and in order to see that the dictation and report would be properly organized and that unnecessary data would be omitted.

Counterproposal #1

Mr. Tracy suggested that since the cases of over ten pages are estimated to run from three to five per cent or probably as high as fifteen per cent, it would be a better suggestion, he felt, to have this system followed in every report, even of less than ten pages, prepared by a new agent of less than six months service as a basic training program but that it should not apply after six months of service. Those in favor of this suggestion were Messrs. Tracy, Nichols, Hince and Mumford. Those opposed were Messrs. Quinn Tamm, Carson, Acers, Hendon, Rosen, Glavin and Clegg.

Counterproposal #2

Mr. Rosen suggested that before this plan was adopted that the Bureau first submit it to every Special Agent in Charge, fully informing them of the provisions; give them an opportunity to advise the Bureau whether they can enforce it with their present staffs; the percentage of reports in each field office over ten pages in length should be furnished; and an estimate of time that it would require supervisors to effectively carry out the provision.

Mr. Rosen favored the suggestion and Mr. Mumford favored the suggestion only if Counterproposal #1 were disapproved.

Those opposed were Messrs. Hendon, Hince, Acers, Nichols, Carson, Quinn Tamm, Tracy, Glavin and Clegg.

Counterproposal #3

Mr. Rosen stated he realized that the aim to be reached is to obtain a better quality of report which he believed could be accomplished if the SAC at his conferences with agents would spend a sufficient amount of time on the subject of report writing; that lengthy reports submitted to the Bureau are but one of the evils presently existing in our reports and the

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SAC should bring this up at the next agents' conference.

Discussion of the Initial Suggestion:

Those favoring this suggestion pointed out that this suggestion would provide sufficiently adequate and frequent conferences for training and supervisory purposes since it would relate to from three to five per cent of all reports prepared. This was a good, sound basis for the requirement that there be conferences this frequently, not only with reference to the investigations but with reference to the percentage of reports; that it would tend to reduce the unnecessary length of reports; that it would eliminate useless material; that in instances such as the one recently observed where there were approximately 100 pages of signed statements of negative information, these signed statements could be summarized in a brief paragraph and then the list of witnesses could be made; that it would enforce individual supervision in the field.

Those opposed were of the opinion that the suggestion would slow up production; that several agents desiring to dictate at the same time would not be able to do so until after each had seen the supervisor; that it would increase the time on the part of field office supervisors and would result in the field desiring more supervisors or else neglecting something they are now doing.

Vote:

The suggestion was unanimously approved by the Chicago Conference.

Those favoring the suggestion of the ^{Chicago} Conference were Messrs. Quinn Tamm, Carson, Acers, Glavin, Hendon, Hince and Clegg. Those opposed were Messrs. Tracy, Nichols, Mumford and Rosen.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

I am H

HEC:JD

September 7, 1943

THE DIRECTOR

RE: LIMITED DISTRIBUTION OF
IDENTIFICATION AND APPREHENSION
ORDERS TO AGENTS

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DATE 4/23/91 BY SP5CJ/bse
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It was pointed out that 5,000 IO's and AO's are distributed to the Bureau's Agents at present. It was recommended that each order as it was received at the field office result in one copy being placed on the bulletin board for seven days and that one copy be distributed to each of the Resident Agents but that no other IO's or AO's be distributed to Special Agents, thus reducing the distribution from approximately 5,000 to less than 500.

Executive Conference Consideration:

It was pointed out by those favoring the suggestion that this would save printing and distribution; that Agents do not carry these orders while they are in a travel status; that this would prevent cluttering desks with unnecessary and nonessential material; that the usual practice of Agents is to glance at them and throw them in the wastebasket.

Those opposed to the suggestion felt that the Bureau Agents were the most logical persons to receive IO's and AO's; the practice of placing them on the bulletin board would not serve the purpose in road work offices where Agents are absent for considerable periods; that there are no known instances in the past where wanted persons or fugitives have been apprehended by Agents as a result of their familiarity with the fugitive after having studied the IO and that the cost of preparing the additional IO's and AO's is infinitesimal.

Vote:

In Chicago, those favoring the suggestion were Messrs. Brantley, Drayton, Glavin and Clegg. In the Executive Conference, those favoring the suggestion were Messrs. Acers, Carson, Coffey, Mumford, Hendon, Tracy, Glavin, Eince, Quinn Tamm and Clegg.

At Chicago, Mr. Scheidt was opposed to the suggestion and at the Executive Conference, Mr. Rozen was opposed.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Glavin

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Rozen
Gandy

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September 7, 1943

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DATE 4/23/91 BY SP-1 RJB/bs
#3123813

THE DIRECTOR

RE: COVER LETTER WITH FINGERPRINT CARDS
SUBMITTED BY FIELD OFFICES

The Chicago conference unanimously recommended that the cover letter which accompanies fingerprint cards submitted by field offices be eliminated and that instead a rubber stamp be provided for each field office so they can stamp the fingerprint cards in such a way that they may receive the expeditious attention demanded in Washington.

EXECUTIVES CONFERENCE ACTION:

The countersuggestion was made that whenever a special letter was attached to the fingerprint cards, that had been specially typed, it should be returned to the field office with specific reference to the fact that a printed form letter prepared for that purpose should be used.

Those favoring this counterproposal were Messrs. Tracy, Quinn Tamm, Haddon, Hince, Mumford, Rosen, Nichols, Acers and Carson.

Messrs. Clegg and Glavin opposed this suggestion since agents on road trips and Resident Agents would be unlikely to have immediately available at all times this form letter and when they leave the field office, they can carry with them a number of fingerprint cards already properly stamped with the words "FBI Field Office" which would immediately show that the cards deserved expedite attention in Washington; that it is a simple matter to insist upon proper compliance with regulations that the proper fingerprint card be used each time; and that this form letter would be just another form letter added to an accumulation of forms in the field which apparently the field has already seen fit to dispense with, since they are writing original letters instead of using

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Haddon

Mr. Hince

Mr. McGuire

Mr. Mumford

Mr. Piper

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

cc-Mr. Glavin

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Memo. for Director

Page 2

would be necessary to point out the type of fingerprint being submitted, that is, whether it was a criminal or applicant print.

Respectfully,
FOR THE COMMISSION

Glyde Tolson
Chairman

H. R. Glavin
Secretary

HAG:BG

September 7, 1943

ALL INFORMATION CONTAINED

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THE DIRECTOR

DATE 4/23/91 BY SP5CJ/KSC
#323013

RE: DISCONTINUANCE OF NIGHT LOGS

Night logs are maintained in each field office and it was recommended that they be discontinued.

EXECUTIVES CONFERENCE CONSIDERATION:

Those in favor of discontinuing night logs point out that there is no need for them in keeping track of personnel for they are now required to register on Form #3 which is a new form adopted since the night log was established; that it is required that those on night duty prepare a separate memorandum on all telephone calls and visits of complainants and thus the night log again serves no valuable purpose. It was pointed out by one of the SAC's at Chicago that through misinterpretation of a bulletin, the night log was discontinued for six months with no ill effects.

Those opposed to discontinuing the night log point out that the night log provides a quick, ready reference for the SAC to get a picture as to what transpired the previous night; that it permits the SAC to check to see that all memoranda and records have been maintained properly and permits his expeditious attention to be given to matters which he believes deserve such attention.

Mr. Tolson _____

Mr. E. ~~NOTED~~ _____

Mr. Clegg _____

Mr. Coffey _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Harbo _____

Mr. Hendon _____

Mr. McGuire _____

Mr. Mumford _____

Mr. Piper _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

At Chicago Messrs. Drayton, Scholdt, Swain, Miss Dunkel and Mr. Clegg recommended that the night logs be discontinued.

In the Executives Conference Messrs. Tracy, Quinn Tamm, Hince, Ladd and Clegg recommended that night logs be discontinued.

At Chicago Messrs. Brantley and Glavin recommended that the night logs be continued and a similar recommendation was made in the Executives Conference by Messrs. Acers, Carson, Coffey, Egan, Mumford and Hendon.

Respectfully,

FOR THE CONFERENCE NOT RECORDED

Clyde Tolson
Chairman

H. R. Glavin
Secretary

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52007-5 Mr. Glavin

ME:EG

September 7, 1943

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DATE 4/23/91 BY SP5CJ/K

THE DIRECTOR

#323013

RE: FILING AND INDEXING IN "0" FILES

Miscellaneous complaints which do not warrant investigation are filed in a general complaint file bearing the file number "0" under the classification to which they generally refer; thus, a general complaint indicating that an automobile is stolen and was recovered in the same city without interstate transportation, is filed in a 26-0 file.

The Chicago conference and the Executives Conference unanimously approved the following suggestions:

a. That the practice should be followed of an agent, who handles the incoming complaint, having the index card searched before a memorandum is dictated or before the incoming correspondence is filed.

b. In each instance it is believed that the name of the complainant as well as the subject should be searched against the index cards for any previous information before the memorandum is dictated or the incoming communication is filed.

c. When two or more serials in the "0" file refer to the same subject or in other instances to the same complainant, all the serial numbers relating to the same person should be noted on one single index card in the general

Mr. Tolson
Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Harbo

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Piper

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

d. In some field offices there is an automatic requirement that the stenographer prepare index cards on dictated memoranda but in those instances where the index cards are searched before dictation, the stenographer should not prepare an index card if the new serial number is to be placed on the old index card or, in other words, the index cards will not be automatically prepared by stenographers when there is a previous reference in the file but will be prepared in the Chief Clerk's Office where the clerks will enter the new serial number on the old index card.

Divided Opinion

e. There is a problem in each field office of agents calling for all references on a name and having several volumes of files brought to them. This is particularly true when there are numerous references filed in different volumes of the "0" files. There are two ways of handling this matter:

Mr. Nease

Miss Gandy

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INITIALS ON ORIGINAL

cc-Mr. Glavin

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- (1) The serial is placed on top of the latest volume of the "0" file and given the next serial number and in this manner the filing is done somewhat faster than if the new serial had to be placed adjacent to the previous serial on the same person. This, however, requires that when an agent asks for all references, several volumes be brought to the agent, depending upon how many references there are in different volumes.
- (2) The suggestion of the Chicago conference was that beginning now (not applying to previously filed serials) but all future serials on an individual in the "0" file be placed adjacent to the most recently received serial in the "0" file and that the new serials be given sub-numbers "1", "2", "3", "4", etc., in addition to the same numerical serial number as the previous incoming communication or memorandum.

The problem involved here is whether the additional amount of time required for filing the new serial alongside the old serial, which would be necessarily somewhere within a particular volume, is offset by the lesser difficulty in locating all the serials relating to the same person in the future and the corresponding lack of necessity of an agent having so many volumes of the "0" files on his desk in looking up cross-references.

The opinion of the Executive Conference was divided, as it was in the Chicago conference.

EXECUTIVE CONFERENCE CONSIDERATION:

Those favoring the suggestion that all the serials on one subject in the future be filed adjacent to the most recent serial previously received point out that this would provide that all information concerning one subject would be in one volume, and only one volume would need to be withdrawn by an agent desiring to review the file; that when it does become necessary, as it apparently does in from one-tenth to one-sixth of the instances, to start a new separate file and make it active on a subject, it would be easier to withdraw those serials and start a new file if they were altogether; that with frequent instances occurring where more than one serial relates to the same individual, agents desiring the references will have several volumes in their possession and other agents will be anxious to get the volumes for other purposes and, with the suggestion approved, there would be fewer volumes out of the file at any one time; the agent or supervisor could review the previous information concerning the subject more rapidly.

Those opposed point out that there would be an increase in the amount of time for filing due to the fact that instead of placing the new matter as a top serial, they would have to place it deep within the volume adjacent to another specific serial; that this situation is unusual in smaller offices so no new system or special rule should be required to handle this matter; that at times a complainant

Memo. for Director

Page 3

may discuss several subject matters, all being non-specific and incidental and it would be difficult to know where to file the copy, that is, whether it should be filed adjacent to one or another of several subjects mentioned. (Of course, adequate copies should be provided under these circumstances.)

VOED:

Those who favored filing serials of this type in the future adjacent to the most recently received serial, in keeping with the suggestion, were - at Chicago - Messrs. Drayton, Glavin, Swain, Miss Lunkel and Mr. Clegg.

At the Executives Conference Messrs. Quinn Tamm, Carson, Nichols, Myers, Hendon, Ladd, Mumford, Rosen, Coffey, Glavin, Hince and Clegg favored this suggestion.

At Chicago, Mr. Brantley and Mr. Scheidt were opposed to the suggestion. In the Executives Conference Mr. Tracy was opposed to this suggestion.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

September 6, 1943

THE DIRECTOR

RE: PROBLEM OF AGENTS PREPARING MEMORANDA
INSTEAD OF INVESTIGATIVE REPORTS

Members present: Messrs. Tracy, Quinn Tamm, Carson, Nichols, Acers, Hendon, Ladd, Mumford, Rosen, Coffey, Glavin, Hince and Clegg.

It was recommended that a Bureau bulletin strongly urge field employees to discontinue the preparation of unnecessary memoranda in the field when reports should be written instead; also, for the agents to discontinue the preparation of memoranda recommending that some letter be transmitted or some action be taken when the agents should prepare the letter or take the action themselves if the case is assigned to them. The bulletin in question would point out that this was a desirable action on the basis of their accepting responsibility and demonstrating executive ability as well as because of the requirements for applying approved business principles and economy.

EXECUTIVE CONFERENCE CONSIDERATION

Messrs. Tracy, Quinn Tamm, Carson, Nichols, Acers, Hendon, Rosen, Coffey, Glavin, Hince and Clegg recommended that such a bulletin be prepared for the field service. Many Agents at the present time according to various Special Agents in Charge are still preparing long, lengthy, memoranda for the file requiring duplication of dictation and typing work when evidentiary reports are prepared by the office. Mr. Brantley pointed out at Chicago, that the Bureau should continue its program of educating its Agents in this particular matter to avoid the preparation of lengthy memoranda when reports should be written.

The Chicago Conference unanimously approved the suggestion which was made in response to an inquiry by Mr. Clegg as to how the Bureau might be helpful. Messrs. Ladd and Mumford do not feel that such a bulletin is necessary.

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DATE 4/23/91 BY SPIC/162

#323,013

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

NOT RECORDED

58 OCT 4 1943

W. R. Glavin
Secretary

INITIALS OF SECRETARY

66-2435-128
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cc Mr. Glavin

September 6, 1943

HHC:PJJ

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

THE DIRECTOR

DATE 4/23/91 BY SP5CJ/Kce
#323813

RE: RUC-ing REPORTS BY WIRE

Members present: Messrs. Tracy, Quinn Tamm, Carson, Nichols, Acers, Hendon, Ladd, Mumford, Rosen, Coffey, Glavin, Hince and Clegg.

It was suggested that (a) when a reply to an undeveloped lead is sent by wire (either teletype or telegram), (b) when a wire is necessary and (c) when ordinarily this wire would include without unnecessary lengthening all the necessary details and information which would subsequently be included in routine reports - then by placing the symbol "RUC" in the teletype, it would be unnecessary for the reporting office to later prepare a written report. Of course, the Bureau or the office of origin could request a report at any time they felt it was essential. It also would be required that the office of origin should include either a summary or the full information, whichever was necessary, in the next report prepared at the office of origin.

ADVANTAGES

1. This would save report writing and dictating.
2. It would save filing both in the field and the Bureau.
3. Since all needed details are included in the wire it would be unnecessary to show this in the usual form of a report.
4. If the office of origin feels that this data is to be included for dissemination to United States Attorneys, ONI, G-2 or other Agencies it would include such necessary data in the next report submitted.
5. Of course, the office of origin and the Bureau can request the submission of a detailed regular report whenever they desire.
6. This procedure has worked in Bureau Applicant and Selective Service Cases.

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

DISADVANTAGES

1. This rule would tend to unnecessarily and expensively lengthen the wires.
2. Notes later might be determined to be valuable and they would have

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been disposed of.

3. There is danger that such a rule would cause the omitting of necessary and essential details.
4. This practice would tend to develop a lack of thoroughness in investigations.
5. This would also tend to make Agents teletypewriters rather than report writers, and would tend to decrease the ability of Agents in preparing forms.

RECOMMENDATION OF THE CHICAGO CONFERENCE:

All members of the Chicago Conference favored the suggestion, but, Mr. Glavin favored it only if it be required that the original notes of the Agents be retained as now done in Bureau Applicant Cases.

EXECUTIVE CONFERENCE CONSIDERATION

The Executive Conference offered the amendment that there be added, "that the office of origin should include a summary of the information or the full information in the subsequent report prepared at the office of origin covering the information contained in the RUC wire from the auxiliary office and the auxiliary office need not be furnished with a copy of the report submitted in this manner by the office of origin."

Mr. Rosen recommended against RUC-ing Reports by wire and, to do so he felt would result in the office of origin not including pertinent information in later reports and thus the Bureau would not be fully advised of the full investigation made.

VOTE

Mr. Rosen opposed the entire suggestion.

Messrs. Glavin, Ladd, Nichols, Acers, Carson, Hince, Mumford and Coffey recommended favorably only if the Agent's notes were preserved. They also favored the amendment offered by the Executive Conference.

Messrs. Tracy, Quinn Tamm and Hendon ^{and Clegg} accepted the Executive Conference amendment; they believed that there should be no requirement for maintaining the Agent's notes, due to the fact that notes are of no value unless they may be required as evidence or for the purpose of prompting testimony and already it is a requirement that this type of note be retained.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

LBH:RC

September 8, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Mumford, Ladd, Clegg, Hendon, Coffey, Carson, Quinn Tamm, Tracy, Rosen, and Nichols, again considered the matter of security of radio installations at Miami, San Diego, Portland, and Clinton and Waldorf, Maryland.

Mr. Nichols pointed out that he does not believe our stations are secure, that SAC Kitchen has brought up this same matter on the Miami station. The cost of fencing the Miami station alone would amount to over \$2,000. It was the unanimous belief of the Conference that qualified agents who have had experience in plant survey work should survey the four principal radio installations and make recommendations covering the minimum and maximum security which could then be used as a basis for determining whether additional action should be taken.

If approved, there are attached letters to the Miami, San Diego, and Portland offices instructing that the best qualified agent having the most experience in plant survey work be assigned to make a survey of the radio installations and, if approved, an agent from the Washington Field Office will be selected to make a survey of the Clinton and Waldorf stations.

Respectfully,
For the Conference

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Clyde Tolson, Chairman

W. R. Glavin, Secretary

Attachment

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

CC- Mr. Glavin

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September 6, 1943

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WHERE SHOWN OTHERWISE.

~~CONFIDENTIAL~~

~~THE DIRECTOR~~

RE: REDUCING SEAT OF GOVERNMENT SUPERVISION

Members present: Messrs. Tracy, Quinn Tamm, Carson, Nichols,
Acers, Hendon, Ladd, Mumford, Rosen, Coffey, Glavin, Hince and Clegg.

Suggestion: It was recommended that supervision at the Seat of
Government be reduced particularly in certain types of cases.

At present reports are dictated by Agents, typed by stenographers,
next read by stenographers, next read by Agents, next read by a field office
supervisor, and in cases of unusual importance read by the SAC or Assistant
SAC. It is then transmitted to Washington where the report goes to a
Supervisor for reading again. It was recommended that in the future reports
in the following types of cases go to the file immediately after their receipt
by the Bureau and after they have completed the various steps in the filing
process, and that the report not be referred to a Bureau supervisor except in
the instances shown below as exceptions:

| <u>Class No.</u> | <u>Character of Case</u> |
|------------------|--|
| 26 | National Motor Vehicle Theft Act |
| 52 | Theft, Embezzlement, or Illegal Possession of Government Property |
| 31 | White Slave Traffic Act |
| 15 | Thefts from Interstate Shipment |
| 25 | Selective Service Act |
| 100 | Internal Security |
| 43 | Illegal Wearing of Uniform |

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

After three months, when the procedure has proven itself, it is
recommended that this procedure be extended to the following classifications:

| <u>Class No.</u> | <u>Character of Case</u> |
|------------------|------------------------------------|
| 4 | Firearms Act, National and Federal |
| 8 | Expatriation Act |
| 9 | Extortion |
| 42 | Deserters |
| 47 | Impersonation |
| 62 | Miscellaneous |
| 65 | Espionage |

cc-Mr. Glavin

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Declassify on: OADR

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| <u>Class No.</u> | <u>Character of Case</u> |
|------------------|--|
| 70 | Crimes on Indian and other Government Reservations |
| 71 | Interstate Commerce, except thefts from |
| 75 | Bondsmen and Cursties |
| 79 | Missing Persons |
| 83 | Unlawful Flight to Avoid Prosecution or Testifying |
| 103 | National Cattle Theft Act |
| 98 | Sabotage |

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Within three additional months it is recommended that this system be extended to the following classifications:

| <u>Class No.</u> | <u>Character of Case</u> |
|------------------|---|
| 18 | May Act |
| 27 | Patents |
| 28 | Copyrights |
| 29 | National Bank and Federal Reserve Acts |
| 36 | Mail Frauds |
| 45 | Crimes on High Seas |
| 49 | Bankruptcy (Mr. Glavin recommended that this not be included. All others thought it should be.) |
| 63 | Alaskan Letters |
| 69 | Contempt of Court |
| 72 | Intimidation of Witnesses |
| 73 | Pardon, Parole Letters and Probation |
| 74 | Perjury |
| 76 | Escaped Federal Prisoners, Parole, Probation and Conditional Release Violators and Federal Escape Act |
| 78 | Illegal Use of Government Transportation Requests |
| 82 | War Risk Insurance |
| 83 | Court of Claims |
| 84 | Reconstruction Finance Corporation Act |
| 86 | Farm Credit Act |
| 87 | National Stolen Property Act |
| 91 | Bank Robbery |
| - | Fugitives |

It is recommended that the following classifications not be included at this time:

| <u>Class No.</u> | <u>Character of Case</u> |
|------------------|--|
| 3 | Overthrow or Destruction of the Government |
| 6 | Interstate Transportation of Strike Breakers |
| 10 | Red Cross |
| 14 | Sedition |

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| <u>Class No.</u> | <u>Character of Case</u> |
|------------------|---|
| 16 | Violation Federal Injunctions |
| 17 | Veterans' Bureau matters, and War Risk Insurance (Criminal, also World War Adjustment Act) |
| 19 | Censorship Matters |
| 35 | Civil Service |
| 40 | Passports and Visas |
| 41 | Explosives |
| 44 | Civil Rights and Domestic Violence |
| 46 | Frauds against the Government |
| 50 | Involuntary Servitude and Slavery |
| 51 | Jury Investigations |
| 56 | Election Laws |
| 58 | Bribery |
| 60 | Antitrust Laws |
| 61 | Treason and Related Statutes |
| 64 | Latin American Matters |
| 77 | Personnel or Administrative Matters, except Bureau |
| 89 | Assaulting or Killing Federal Officer |
| 90 | Irregularities in Federal Penal Institutions |
| 92 | Interference, by Violence, with Interstate Commerce |
| 101 | Hatch Act |

~~CONFIDENTIAL~~EXCEPTIONS:

In the above cases it is felt that all the reports upon receipt by the Bureau mail room should be sent to the file and placed in the appropriate files.

1. In cases of special types which, in the experienced opinion of field office supervisors should be called to the attention of the Bureau, a rubber stamp impression should be affixed to the top part of page one of the original of the report which goes to the Bureau. This rubber stamp will bear the legend "Special Attention";
2. In cases where the Bureau file room discovers cross-references in the filing and indexing process, the report should go to a supervisor;
3. Reports in those cases in which the Bureau has indicated a special interest should be marked with the "Special Attention" stamp;
4. Fugitive cases, for the time being, it is felt should go to the fugitive supervisor. Although Messrs. Schoidt and Drayton were opposed to this, all others favor this exception for the time being.
5. Cases including statistical data should be marked with another stamp, either "S" or "Statia." so that this report can be routed to the Crime Records Section, Statistical Unit, for the purpose of recording the statistics.

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The types of cases referred to under No. 1 above, which should be stamped with the rubber stamp, would be cases such as those affecting:

- (a) Large rings of conspirators operating on a wide basis, or
- (b) Cases of widespread or national interest, or
- (c) Interesting cases of publicity value

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With reference to Selective Service cases, it was felt that there should be stamped with the "Special Attention" stamp cases relating to conscientious objectors, irregularities on the part of draft board members and cases where individuals were counseling and instructing in the evasion of Selective Service.

In Internal Security cases the types of cases which should be marked with the stamp "Special Attention" would be the following:

- (a) Dangerous aliens
- (b) Principal key Communist figures
- (c) Denaturalization cases of national importance
- (d) National organizations of known and active subversive character
- (e) Cases reflecting Negro unrest of a serious type
- (f) Cases initiated by Government agencies

(These are not really exceptions, but are rather guides as to when the field offices should affix the "Special Attention" stamp.)

Copies of Reports to Bureau, OHI,
G-2 and Other Governmental Agencies

Since clerical employees in field offices send copies of reports to United States Attorneys, OHI and G-2 in the field, it is felt that clerical employees in the file division could be instructed so that cases which should automatically go the Department would have a copy of the report detached and sent to the Department in a routine manner, and similarly reports where the field has indicated that OHI or MID had an interest sufficient to justify designating a copy for these offices, the file clerk would automatically detach a copy for OHI or MID and clerical employees could be trained to transmit routine reports to the appropriate agencies, where it is purely a routine clerical act of transmittal.

ADVANTAGES:

1. The plan will reduce overhead in the Bureau;
2. It will make more investigators available in the field;
3. When the Bureau writes the field about a case, automatically a tickler is provided and the supervisors or division chiefs can call for files to follow up on their ticklers;

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4. Responsibility is placed with or near actual operations, where it should be;
5. The training in operations, based on the corrections of errors, must be at the scene of operations and this should be the place of supervision;
6. It was felt that the psychological effect on the field of this fixed responsibility will possibly increase the number of prosecutions, the thoroughness of investigations and the record of accomplishments of the Bureau;
7. This system will aid in keeping files at the Seat of Government in the file room in an up-to-date status;
8. It will permit concentration at the Seat of Government on important matters of special significance and interest;
9. In the event any subsequent discovery of a need for additional clerical work is observed at the Seat of Government in addition to the suggestions set forth in this memorandum, it is felt that clerical employees could be assigned to perform such clerical work.

DISADVANTAGES:

1. There is a loss of a chance at the Seat of Government in routine cases to discover embarrassing items before transmittal to other agencies;
2. There is a possibility of the loss of some statistics and accomplishments;
3. This system will require close study and expert knowledge by field supervisors. (There should, however, be no supervisors who have not given close study and acquired expert knowledge of the subject matter.)

COMPARATIVE ADVANTAGES OF SEAT OF GOVERNMENT SUPERVISION AND FIELD SUPERVISION AS DEVELOPED AT A SEAT OF GOVERNMENT CONFERENCE

At a conference attended by Messrs. Ladd, Rosen, Callan, Richardson, Glavin and Clegg, the following tabulation of comparative advantages between having supervision at the Seat of Government and in the field was made:

Seat of Government Advantages:

1. Departmental and Governmental liaison is necessary.

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Seat of Government Advantages (continued):

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2. Field supervision is somewhat mechanical and emphasizes the correction of form of reports.
3. Seat of Government supervision involves coordination and emphasizes substance.
4. Seat of Government supervision will catch cross-references.
5. Supervisors who are engaged in liaison committees, name searches, SIS supervision and memorandum writing are not to be considered as case supervisors.

Field Supervision Advantages:

1. Clerical errors are corrected in the field where the supervision should be.
2. There elapsed a considerable delay before the reports are received in Washington.
3. It is physically impossible to supervise the volume of work received at Washington without an enormously increased staff of supervisors.
4. The Seat of Government supervision is somewhat clerical.

RECOMMENDATION:

The suggestion was unanimously recommended favorably.

Additional Arguments in Opposition:

Additional arguments brought out at the Conference in opposition to the suggestion include the following:

It was felt that it would decentralize the work of the Bureau and thus change its policy; it would result in the establishment eventually of 56 district directors and make of the head of the Bureau a nominal head who would be aware only of those cases which the field offices desired to call to the headquarters' attention; that control should be retained at the Seat of Government and if it is necessary to reduce the supervisors, do so and let them do the best job they can, but keep control in Washington; that centralized control would eliminate so-called "tin gods" in the field and coordinate the activities of all field offices; that it would result in less supervision; that the field could not coordinate consistent

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with Departmental policy and the policy of other government agencies; that it would be better to reduce supervision in the field than at the Seat of Government - (It was cited that Los Angeles, with 187 agents, had 26 supervisors or 14% of the personnel so engaged, while 273 supervisors in Washington supervised 4,613 agents or approximately 5%); that statistics would reduce in number; that nation-wide coordination of cases of major importance, including large conspirator-ring cases and those having public interest, are created as a result of special knowledge of Bureau supervisors and they are developed although they start as small cases, while under the proposed rule the right of selection of cases to be supervised remains with the field; any decrease or letdown in supervision at the Seat of Government will result in a letdown in morale, esprit de corps and the high standards which the present policy has produced; the custodial cards could not be prepared inasmuch as reports would not be seen by a supervisor, on which they are based, and there will be no central record which would permit the Bureau to know who should be picked up; that it would be more desirable to inform the State Department that agent supervisors were no longer available to sit on visa and exit committees, 20 agents now being assigned to this work; that of the 160 agents assigned as supervisors to the Security Division, 67 are engaged in duties not connected with the actual supervision of investigations and reports, some being coordinators, others special memo writers, other liaison representatives, others on visa and exit control committees, others supervising SIS work representing agents not on the Bureau's regular payroll, others making memo searches, one supervising the Translation Section and leaving 93 Special Agents assigned to actual supervisory work - these supervisors also do considerable research work and correlate information on a nation-wide scale; that ONI and MID, with decentralized control, have difficulty finding out what is being done in the field; that in espionage work the liaison with the [redacted] and other intelligence agencies makes it possible to handle cases on a nation-wide basis through trained supervisors who are familiar with the modus operandi, techniques, personalities and organization of enemy intelligence groups; that in internal security cases the supervision of Communist Party and Nazi activities must be handled on a nation-wide basis and the internal security supervisors spend less than 15% of their time actually supervising investigations; that in sabotage cases supervision is necessary by those having close relationship with the Bureau's Laboratory and the benefits of concentrated intelligence information, and the content of almost every sabotage report and teletype must be sent to the Army, Navy or both and many types of information, such as those relating to strikes, must be sent to other agencies; the supervision of [foreign funds] must be correlated on a national basis as well as the supervision and removal of alien enemies from defense commands and the centralization of custodial detention records; that one-third of the Hatch Act reports must be rewritten before transmittal to other government agencies; that of the 93 agents engaged in actual supervisory duties, less than 25% of their time on an average is spent on types of work which could be transferred or decentralized and this 25% of the work is so inextricably interwoven with the remainder of their duties that any attempt to separate them would result in a serious loss of efficiency; a close liaison is necessary with the Attorney General and Departmental personnel to protect the Bureau's interest and to avoid misunderstanding; information concerning threats against the President must be

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referred to the White House and information concerning defective war production must be referred to other agencies; that the Bureau's accomplishments in security matters are measured largely by its ability to gather and disseminate important information.

131 cases of various types handled in the General Investigative Division were cited to support the conclusion that supervision from the Seat of Government was essential, necessary and led to increased production and statistics as well as to improved administration of justice.

Additional Arguments Favoring the Suggestion

It was felt that this program should be tried in the limited classifications mentioned for three months in an effort to reduce overlapping supervision at the Seat of Government and in the field; it was felt that this trial would prove the program to be successful; they agreed that internal security cases should be omitted from the trial period and included only after the six months' period of expansion into other fields had proven the system to be effective; that the plan would reduce overhead; that it would put supervision where it belongs - in the field; that it would result in a gradual reduction of the supervisory staff in Washington; that the present Bureau supervisors are Special Agents of the Bureau previously assigned to the field and temporarily here in Washington and they and others like them can do a good job in the field; that it would tend toward better investigations, better training and more thorough supervision in the field; that the matter of predicting that there would be an establishment of "tin gods" in the field reflects on the loyalty of the present Special Agents in Charge who, if they are disloyal to such an extent, could certainly not be thwarted by the type of supervision that reports are now receiving in Washington; that the loyalty both of the Bureau's Special Agents in Charge and the Bureau's supervisory staff is on a sound basis; that the trial of the plan for three months will do no harm and will permit the concentration on important cases in Washington and shift the supervision to the field, now ready to accept this responsibility.

Note:

The Chicago conference unanimously favored the suggestion.

In the Executives Conference Messrs. Glavin, Hince and Clegg favored the suggestion, with the initial three months' trial to apply to the following types of cases:

| <u>Class No.</u> | <u>Character of Case</u> |
|------------------|--|
| 26 | National Motor Vehicle Theft Act |
| 52 | Theft, Embezzlement or Illegal Possession of Government Property |
| 31 | White Slave Traffic Act |
| 15 | Thefts from Interstate Shipment |
| 25 | Collective Service Act |
| 43 | Illegal Wearing of Uniform |

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Memo. for Director

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~~CONFIDENTIAL~~

Those opposed were Messrs. Tracy, Quinn Tamm, Carson, Acers, Hendon, Nichols, Mumford, Rosen, Radd and Coffey.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

~~CONFIDENTIAL~~

W. R. Glavin
Secretary

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~~CONFIDENTIAL~~

HHG:BG

September 6, 1943

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HEREIN IS UNCLASSIFIED

THE DIRECTOR

DATE 4/23/91 BY SP5 CJB

#363,13

RE: FOLLOW-UP LETTERS FROM BUREAU

Members present: Messrs. Tracy, Quinn Tamm, Carson, Nichols, Acers, Hendon, Ladd, Mumford, Rosen, Coffey, Glavin, Hince and Clegg.

Informative: In response to an inquiry the Agents in Charge were requested to submit their opinions concerning the frequency and the value of letters concerning Bureau investigative cases. The Agents in Charge were unanimous in submitting the following conclusion:

The Bankruptcy reports and cases seemed to be well supervised. Letters of suggestions frequently come from this desk; some of them contain "lousy" suggestions; some of them contain suggestions designed to get the field office into trouble with the United States Attorneys, and some of them contain suggestions that are valuable and helpful.

In all other cases it was the conclusion of the Agents in Charge present that the letters from the Bureau about investigative cases were rather infrequent and were but seldom of any assistance or value.

Mr. Ladd, Mr. Rosen and Mr. Mumford challenge the accuracy of these statements and state that they have numerous files available to prove their own conclusions to the contrary.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Harbo

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Piper

Mr. Quinn, Tamm

Mr. Nease

Miss Gandy

Respectfully,
FOR THE CONFERENCE

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NOT RECORDED
57 OCT 22 1943

Clyde Tolson
Chairman

H. E. Glavin
Secretary

I have read carefully & while of course some good work & in fact very valuable suggestions have been done by supervision from Wash. I am convinced that there is a great deal of unnecessary correspondence coming from the field which is being carried as if it were important.

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HRC:JD

September 6, 1943

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

THE DIRECTOR

DATE 4/23/91 BY SP2/fbs
#323013

Those present: Messrs. Tracy, Quinn Tamm, Carson, Nichols, Acers, Hendon, Ladd, Mumford, Rosen, Coffey, Glavin, Hince and Clegg.

Investigative Reports

The suggestion unanimously approved by the Chicago Conference was that in all criminal cases the reports (except accounting reports which are already properly organized) should continue to be prepared on the present form. It was recommended, however, by the Chicago Conference that the information in the details should be organized in two sections, known as Section I and Section II.

In Section I would be set forth the names of witnesses, their position, street address, city and state, these identifying data being underscored and followed by a colon. Then would be set forth under each witness the evidence and information of value to the prosecution given by the witness in question. Under this section would also appear the prosecutive steps taken, such as authority for filing complaint, the fixing of bond, the arraignment, the plea, the sentence and similar data, and there would also be set forth in this section the criminal record of the subject.

In the organization of the material following the numeral II would be set forth investigatory and administrative action, material to aid the investigator and which has no present bearing of significance on the prosecution. Information would be included, such as:

- a. Steps taken to locate fugitives
- b. Filing of mail covers, wanted notices and stop notices
- c. Physical descriptions
- d. Background information which would help other offices and other agents to pursue the investigation
- e. Material and information which would form the basis for undeveloped leads set forth later in the report
- f. All other information which should be included in the report but which would not fall within the list of items of value or of service to the prosecutor.

Of course, the undeveloped leads and other pertinent parts of the report would follow in the usual manner.

Advantages

1. This would automatically enforce the requirement that Special Agents marshal and organize their facts before dictating;
2. It would definitely tend to shorten reports by causing the omission of unessential data and information;

INITIALS ON ORIGINAL

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Acers
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Starke
Mr. Quinn Tamm
Mr. Nease
Mr. Gandy

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3. It would make the investigative Agent an automatic supervisor of his own cases, for in the organization of necessary material he would discover missing links or weak links in the chain of evidence;
4. It would make the supervision of a case by field office supervisors easier;
5. It would make such supervision as is given to cases at the Seat of Government easier;
6. It would cause to be more easily located, because of the organization suggested, any specific material which might be sought during the course of a review of the file;
7. It would enable files to be reviewed in a shorter period of time on ticklers and during administrative and supervisory reviews;
8. It would invite the reading and studying of a report by the Agents at other offices where the report is received because of the organization of the reported information;
9. One of the most valuable effects would be that the United States Attorneys and their assistants would more likely read and study the reports if the useless and unnecessary administrative data were segregated from the evidence (that is useless from the standpoint of the United States Attorneys) and thus the United States Attorneys would better prepare their cases with a resulting good effect on prosecutions;
10. If there be United States Attorneys, as there have been in the past, who are interested in reading the investigative steps taken which have no connection with the evidence, they still have the same privilege of reading this material in Section II.
11. It would eliminate the need for summary reports in the shorter cases because the United States Attorney would have before him the reports with the facts already set forth in Section I of the several reports which he has, which almost automatically would form a summary report, and thus there would be a saving in the preparation of summary reports;
12. This is a service which an investigative agency should give to the prosecutors;
13. This is an improvement in keeping with the Bureau's constant desire to improve and become more efficient.

Disadvantages

1. It will require concentrated training of Agents in matters of evidence (which is a good thing).
2. Information considered initially as information may subsequently become important. (This information would nevertheless be included in the report and when someone is found competent to testify, it would, in the next report, be placed in Section I.)

Executive Conference Discussion:

Those favoring this suggestion point out that this is not a new report form. It is only an improved organization of material in the old form, such improvement being consistent with the Bureau's policy of advancement and improved efficiency, since all reports and memoranda should be properly organized and this suggestion enforces this rule; that we would probably find United States Attorneys more inclined to read and study the reports if they are so organized; that Agents already select the material that they put in and leave out of reports so there is nothing new in the assumption of duties or any encroachment on a United States Attorney's jurisdiction; it is merely a compliance with requirements for organization; that summary reports are not prepared at present so this better organization would be more efficient and when summary reports are prepared in the future, they

will be more easily prepared after this suggestion is adopted and in many instances where only three or four reports are submitted no summary would then be necessary, thus reducing typing when the Bureau is able to submit summary reports; that the time spent in organizing the material before it is dictated will save the time of stenographers in typing and reading the reports, will save the time of Agents in dictating and reading, and will save the time of Field and Seat of Government supervisors in the supervision of reports; that it would also tend to shorten reports by the elimination of useless material; that this organization of the report is suggested only for criminal cases because only in such cases is there any evidence to organize, although it is believed that general intelligence reports and memoranda also should be carefully planned and organized before they are dictated; that there is not a new type of report involved here—it is the old report form exactly with the requirement for organizing of material; that accounting reports are at present well organized and splendidly prepared and frequently commented upon favorably by United States Attorneys and these accounting reports are obviously superior to the Agents' reports at present which are greatly in need of improvement; that this organizing of reports would enable the Agent personally to supervise his own case as to thoroughness because missing links of fact will become easily apparent. Mr. Clegg has discussed this proposal during the past thirty days with SAC's Eugas, Nicholson, Brantley, Wily, Pieper, Drayton, Scheidt, with several Field supervisors, and with one In-Service class at a forum. All of these Field employees expressed the unanimous belief that the suggestion would be an improvement in report writing requirements.

Those opposed to any change point out that this would be an unnecessary assumption by the Bureau of United States Attorneys' responsibilities; that it might tend to eliminate valuable information of a collateral and general background nature needed by the United States Attorney and the Department; that the Department and United States Attorney from time to time require copies of all reports for informative purposes even after being furnished a summary; that it would tend to cause the United States Attorneys to accept and read only the first section and they would shift the blame on the Bureau should any data be in the second portion which would later be found to be pertinent to the prosecution; that the proposed change would cause confusion and duplication as information previously placed in the second section might later be found to be of primary significance and reports would have to be retyped to get it in the first section or else there would be a need for repetition; that the proposed change would not obviate the necessity of preparing summaries, nor would it simplify reporting or dictating; that in NMVTA and Selective Service Act cases and others it is seldom necessary to submit more than two or three short reports and a synopsis serves as a practical prosecutive outline, and while in involved investigations there would result many changes in evaluation of material between the opening of the case and the trial that a summary would still be necessary; that even experienced report writers would be required to spend more time organizing facts and dictating the reports; that it is better to dictate the report in a simple, chronological manner to show the development of the case; that when one person furnishes both evidence and general information there would be a separation of the information furnished by him, partly in Section I and partly in Section II, which would cause reports to be lengthened rather than shortened; that there would be greater difficulty in reviewing and supervising reports as supervisors would have to check both sections to see if all pertinent information was obtained from one person interviewed; that auxiliary offices frequently would be in a position to determine whether information received was

of value as evidence or merely of information and this would cause the office of origin to have to rewrite the report; that there would be a lack of uniformity in the preparation of reports since there would be a report of one type for criminal cases and a report of another type for other cases; that even though United States Attorneys have expressed preference in some instances for reports prepared by post office inspectors--their report is a final, single summary report--they would still prefer that the FBI conduct investigations and submit reports in a factual, unprejudiced form; that the post office inspectors' report is an imitation of the Bureau summary report; that the Bureau has for years used the simple, chronological form of reporting and difficulty has been experienced in getting the Agents to write the proper synopsis and the present form is the only one compatible with the policy of maintaining the Bureau as an investigating agency and the improvement in report writing should be an improvement in the training of the Agent personnel to properly direct their investigations and then judiciously evaluate which information is pertinent to the case at hand.

Vote of the Executive Conference:

The Chicago Conference was unanimously in favor of the suggestion.

Messrs. Tracy, Glavin, Hince and Clegg favored the improved organization of the report.

Messrs. Quinn Tamm, Carson, Nichols, Acers, Hendon, Ladd, Mumford, Eosen and Coffey were opposed to any changes in the present form.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. E. Glavin
Secretary

HEG:PJJ

September 6, 1943

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DATE 4/23/91 BY SP5/1659

THE DIRECTOR

RE: DISCONTINUING CERTAIN TYPES OF
COMMUNICATION FROM THE BUREAU TO
FIELD OFFICES

Members present: Messrs. Tracy, Quinn Tamm, Carson, Nichols,
Acers, Hendon, Ladd, Mumford, Rosen, Coffey, Glavin, Hince and Clegg.

(A) That a copy of a letter sent by the Bureau to some individual
in a field office territory, not be sent to the field office when such an in-
dividual has written to the Bureau concerning a matter not within the Bureau's
jurisdiction.

At Chicago, all members of the conference unanimously approved the
suggestion.

At the Executives' Conference, Messrs. Ladd, Tracy, Quinn Tamm, Nichols,
Hendon, Hince and Coffey disapproved the suggestion as they believed that the
field should have such copies in order to file with material on who communicates
directly with the Bureau and the field should be informed as to who is writing to
the Bureau directly.

Messrs. Carson, Acers, Mumford, Rosen, Glavin and Clegg favored the
suggestion approved unanimously by the Chicago Conference because they felt
offices do not want such communications that serve no useful purpose and merely
serve to add work.

Mr. Tolson (B) That in instances where a field office has filed a "probation
Mr. E. A. Tamm "Clegg" requesting criminal records in the event those who are placed on probation
Mr. Clegg subsequently arrested, that copies of such criminal records should be sent
Mr. Glavin only to the office of origin and not to any other office, not even to the office
Mr. Rosen where the individual was arrested.

Mr. Tracy The Chicago Conference unanimously recommended approval of this
Mr. Clegg suggestion.

Mr. Harbo Those opposed to the suggestion were Messrs. Tracy, Quinn Tamm, Carson,
Mr. Hendon Nichols, Acers, Hendon, Ladd, Mumford, Rosen, Coffey, and Hince. They felt that
Mr. Mumford since the Bureau sent a teletype to both the office of prosecution and to the
Mr. Piper office where the individual had been apprehended, the office where the apprehen-
Mr. Quinn Tamm sion occurred should be advised as to the criminal record.

Mr. Nease
Miss Gandy
cc-Mr. Glavin

INITIALS OF ORIGINAL

ORIGINAL COPY FILED IN 66-3665-1247

Mr. Glavin and Mr. Clegg agree with the unanimous opinion of the Chicago Conference that it would be unnecessary to send the criminal record to the field office covering the territory where the individual is apprehended, since the criminal record will arrive after the Bureau's wire and the office of origin was informed of the criminal record. This office decides if and when such a record is necessary to be sent to the other office.

The Agents in Charge in Chicago knew of no instances when such action had been necessary, therefore, unnecessary documents were being sent which cluttered up the file.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

September 6, 1943

HHC:PJJ

ALL INFORMATION CONTAINED
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DATE 4/23/91 BY SP3CJ/160
#323,013

THE DIRECTOR

RE: HANDLING OF UNTYPED REPORTS
WHEN INSTRUCTIONS ARE RECEIVED
TO DISCONTINUE INVESTIGATION

Members present: Messrs. Tracy, Quinn Tamm, Carson, Nichols,
Acers, Hendon, Ladd, Mumford, Rosen, Coffey, Glavin, Hince and Clegg.

In many instances in each field office an investigation is completed or partially completed when the office of origin will send a teletype to discontinue the investigation. A detailed RUC report is then not necessary, although perhaps it has been dictated, yet the detailed report is now required.

It was suggested that the stenographer be instructed to type up the information in memorandum rather than report form in order to save filing at the office of origin and at the Bureau.

COUNTERSUGGESTION

A substitute suggestion was offered that all the typing which has been dictated not be transcribed, but that instead a brief summarization with the names of the persons interviewed be placed in the file. If the report has not been dictated, the Agent will be required only to dictate the names and addresses of the persons interviewed and a brief paragraph showing a summary of all information. In the event a rough draft or police report has been received, the rough draft or police report would be placed in the field office file without any typing being performed.

Mr. Tracy
Mr. E. A. Tamm

Mr. Clegg

RECOMMENDATION OF THE CHICAGO CONFERENCE:

Mr. Glavin

Mr. Ladd There was unanimous approval of the countersuggestion.

Mr. Nichols

EXECUTIVE CONFERENCE DISCUSSION

Mr. Rosen

Mr. Tracy

Those favoring the countersuggestion felt that this would save time; would record all the information necessary; that in those rare instances of "circumstances which might sometime arise in the future" if it became necessary to check or re-investigate the case, it could be done easily and far less expensively than the cost of typing the detailed information, practically always unnecessary and of no future value. It was doubted that there would ever arise a case where information in addition to the summarized data would be needed.

Mr. Nease

Miss Gandy Those opposed to the countersuggestion pointed out that with the

5200 Mr. Glavin

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report has all ready been dictated it would take the Agent's time to prepare a summary, while otherwise the clerk could go ahead and type the report in detail; that the date may be of value in the future if the subject is subsequently of interest to the Bureau; that the future value of information collected cannot be judged today and should be completely recorded; that the Agent's work has been done and it should be preserved in a business-like manner; that the report submitted under the present rule should be as brief a summary as possible and if the rule was observed the countersuggestion would save but little time; that for similar reasons to the above, it is believed that the rough draft or police report should be submitted to the Bureau.

VOTE

The Chicago Conference unanimously approved the counter-suggestion.

Messrs. Tracy, Quinn Tamm, Carson, Nichols, Acers, Ladd, Mumford, Coffey, Glavin, Hince and Clegg favor the countersuggestion.

Messrs. Rosen and Hendon disapprove the countersuggestion.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

LEB:RC

September 6, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Mumford, Ladd, Clegg, Hendon, Coffey, Carson, Quinn Tamm, Tracy, Rosen, and Nichols, considered the observation which has been made by Mr. Harbo of the Statistical Section on the type of records which the Bureau urges police to keep and the type of records which the Bureau keeps.

In this connection it was pointed out that the Bureau has urged, as has the International Association of Chiefs of Police, that law enforcement agencies keep records as to the information concerning crimes, and complaints of crimes; the number of reported offenses; the number of unfounded offenses; the number of actual offenses; the number of offenses cleared by arrest. Secondly, information is kept concerning persons arrested, showing the number of arrests for each type of violation; information concerning the personal characteristics of arrested individuals, and information as to the number of persons convicted.

It was pointed out to the Conference that about the only record the Bureau has readily available is information on the number of persons convicted. We know, of course, from the administrative report how many cases are opened and we used to keep data showing how the cases were closed. The Conference was unanimously of the opinion that we should make a change in the keeping of records in cases opened, etc. However, since the overwhelming majority of our work today is in the intelligence field, the Conference felt this was a postwar planning project and that no further consideration should be given it at the present time.

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DATE 4/23/91 BY SP5C/bce
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Respectfully,
For the Conference

Glyde Tolson, Chairman

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W. R. Glavin, 58 SEP 22 1943

INITIALS OF SPECIAL AGENT

CC- Mr. Glavin

847-31032 730

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JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

LBN:RC

September 4, 1943

ALL INFORMATION CONTAINED

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DATE 4/23/91 BY SP5CJ/16C MEMORANDUM FOR THE DIRECTOR

#323013

The Executive Conference, consisting of Messrs. Ladd, Mumford, Hince, Coffey, Hendon, Acers, Tracy, Glavin, and Nichols, considered the matter of establishing a definite policy governing the placing of the names of deceased agents on the memorial plaque in the Director's office. The Conference unanimously recommended that the name of the late Special Agent Richard B. Brown be placed on the plaque inasmuch as he was killed in an automobile accident while apprehending a fugitive.

The Conference unanimously recommended that the following policy be adopted:

The name of a deceased Special Agent will be placed on the memorial plaque when the agent dies while in the discharge of duty by a manner and means above and beyond that of the average agent. The hazard faced by the agent must not be that of his own creation or result from the natural course of events, and each case would be considered on its merits.

Obviously, the name of the late Special Agent Claude Lee would not under this definition be placed on the plaque since his death was the result either of natural causes or of a matter within his own control.

Names of agents would be placed on the plaque when their deaths occurred in the following situations:

1. During a gun battle with criminals.
2. As the result of an accident while in hot pursuit of a criminal.
3. As the result of an airplane crash when proceeding under orders in the line of duty.

The policy would not apply to an agent having a heart attack while on a plant nor to an agent who dies in a train wreck while en route to Inservice school.

FOR DEFENSE



5506130 1943

cc-Mr. Glavin

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson ✓
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Acers
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Starke
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

EJC:MAC

September 3, 1943

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/23/91 BY SP5CJ/bce
#323,013

MR. COFFEY

Re: Machine Gun Microphone

In January 1943, George G. Pagonis started research on literature concerning the machine gun microphone. (Detailed report attached.) This unit is a very directional type of pickup and is constructed in two parts. The acoustic impedance element consists of 50 tubes, 3/8" in diameter. The longest tube is 5' and the shortest is 6". The other tubes decrease in size at a rate of 1 1/2" each. At the base of this element there is a cavity which is known as the acoustic chamber in which extraneous sounds are neutralized. Into this cavity is inserted a specially constructed Western Electric dynamic microphone #618. With the proper adapting and spacing rings an eight ball microphone may also be used with this unit. This equipment is designed for use with a very high gain amplifier having about 120 db. gain and an exceptionally low hum level.

Mr. Henry H. Lyons, chief engineer of Radio Station WOL afforded a demonstration of a machine gun microphone to E. J. Cronin of my section in June 1943. Mr. Lyons has a unit set up on the roof of the press box at the Griffith Stadium in Washington, D. C. This unit is used to cover the impact of the baseball and bat and also the umpire's decision and other interesting items that might occur at a ball game. The unit was located about 150' off the ground and 100' back from home plate. The pickup

at this distance was excellent and was similar to sitting at the backstop and listening to the activities at home plate. The unit was next pointed out to about center field where two ball players were practicing and the conversation concerning the glove one was using was picked up. The unit was next pointed across the field at the far corner where the flags were flying from a pole. The flapping of the flags was clearly audible under these conditions. The unit was next pointed at the dugout and one of the players was seen to drop a shin guard on the bench. The impact of the shin guard on the bench was of sufficient intensity that it gave a sharp enough report to be picked up by this unit. A special Western Electric remote control broadcast amplifier was used on this demonstration.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Arrangements were made by E. J. Cronin with Mr. D. C. Hickson of the Radio Sales Division, Western Electric Company, Washington, D. C. to obtain the loan of one acoustic impedance element A3107, one transmitter (microphone) 618A13, and one plug 285A13. The equipment was loaned to the Bureau for two months subject to sale to the Bureau at the end of that time.

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Page Two
Memorandum for Mr. Coffey

A General Electric high-gain amplifier, similar in design and construction to the special Western Electric amplifier designed for the equipment, was obtained on loan from Station WTOP. The results obtained with this amplifier were quite satisfactory. Inasmuch as the unit had to be returned to the broadcast studio within a six hour period it was impossible to make exhaustive tests.

It is to be noted that Western Electric Company built only 50 acoustic impedance elements and that all of these are now in use by commercial studios except the one which was loaned to the Bureau by the manufacturer.

The particular acoustic element which was loaned to the Bureau is a used one but carries a new guarantee and could be purchased by the Bureau for \$37.50, or half the original sale price. The 618A dynamic microphone is standard equipment by Western Electric and sells for \$114.00. A special connecting plug listing at \$14.00 is necessary for connection to this type microphone.

A summary of historical and descriptive data is attached hereto for record purposes.

RECOMMENDATION:

It is recommended that the Bureau purchase the equipment now on loan from the Western Electric Company consisting of one acoustic impedance element, one microphone, and one plug totaling \$168.50. Continued research and experiment is contemplated with this equipment as it appears to have definite possibilities for field surveillance activities at a distance greater than now experienced.

It is further recommended that this memorandum be used as a basis to start a new file to be entitled "Microphones", which file shall

Mr. Tolson contain all future material concerning carbon, crystal, dynamic, and
Mr. E. A. Tamm miscellaneous special types of microphones.

Mr. Clegg _____

Mr. Coffey _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Harbo _____

Mr. Hendon _____

Mr. McGuire _____

Mr. Mumford _____

Mr. Piper _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

Respectfully,

R. F. Pfaffman

9-10-43

Unanimously approved by the Executive Conference.

Messrs. Tolson, Glavin, Tracy, Acers, E. A. Tamm,
Coffey, Carson, Nichols, Hendon, Clegg, Mumford, Rosen.

LINE MICROPHONE

A line microphone is of the pressure type microphone closely coupled to an "acoustic impedance element". It consists of 50 - $3/8$ " diameter, thin walled aluminum tubes which vary in length by equal increments from 3 cm. to 150 cm. which makes it 5 ft. long and $3\frac{1}{4}$ inches in diameter. The multiple resonances of the individual tubes occur at intervals so close together that the net effect of the bundle is that of an acoustic resistance over a fairly wide frequency range and so does not impair the high quality of the attached microphone.

High directivity is secured because for sound incidence other than normal, each tube introduces a different path length with phase cancellation resulting in a composition chamber between the microphone and ends of the tubes.

Increments of 3 cm. allow only one angle; one recurrent maximum within the range of the instrument and these occur at such high frequencies that they usually pass unnoticed by the ear.

History

The search for a highly sensitive directional microphone has been going on for some time. Many acoustically minded scientists have gone into the research of the line microphone. The first work was done in 1833 by Herschell, then Quinche and Lord Rayleigh. Andre Blondel was the first to receive a patent in 1925, for a device consisting of several emitting orifices to obtain a directional signal.

However, it was far from perfect for the greatest riddle of all still remained, the solution of resonances of the orifices.

Then in 1937 W. P. Mason of Bell Laboratories found the solution and patented it as "The Acoustic Impedance Element", Pat. 1795874. This was a microphone put out by Western Electric called the "Acoustic Impedance Element" attached to a 618A or 630A moving coil pressure type of microphone.

Mr. Tolson _____ In order to secure the maximum directional effect, the difference
Mr. E. A. Tamm _____ in length between the shortest and longest tubes was made nearly that of the
Mr. Clegg _____ total length. This set the number of tubes at 50 which gives the smallest
Mr. Coffey _____ peak value. The $3/8$ " diameter tube selected does not introduce enough viscosity
Mr. Glavin _____ to be serious and yet permits a bundle $3\frac{1}{4}$ inches in diameter.
Mr. Ladd _____

Mr. Nichols _____ Using thin wall aluminum alloy tubes makes the total microphone
Mr. Rosen _____ and tubes weigh 3 pounds, which is a little more than the $2\frac{1}{2}$ lb. of the attached
Mr. Tracy _____ Western Electric 618A.
Mr. Carson _____

Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Test Made by Bell Laboratories

Experience has shown that the irregularities in the low end response below 500 cps. cannot be detected for speech and that it takes a critical ear to notice it on music.

For sound of angular incidence little change in quality can be noticed for angles up to 10° , but then as the angle is increased the loss of high frequencies is very marked. In fact the impression is that of a low pass filter inserted in the circuit with cut-off frequencies corresponding to these figures.

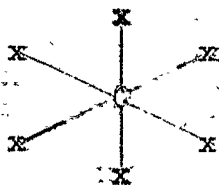
| 0 | frequency cut-off |
|--------------|----------------------|
| 10° | 15000 |
| 30° | 1700 |
| 60° | 456 |
| 90° | 228 |

After the cut-off frequencies are suppressed by an average of 20 db the nature of the response in this region is of little importance.

Outdoor Tests

For speech the talker faded out at 60° on large angles. At 60° the reception was down 25 db.

Test No. 2



X = people

Mr. Tolson_____

Mr. E. A. Tamm_____

Mr. Clegg_____ Six people 60° apart all talking at once. The tubular direction microphone successfully eliminated all but the person towards whom it was beamed.

Mr. Coffey_____

Mr. Glavin_____

Test No. 3

Mr. Ladd_____

Mr. Nichols_____

Mr. Rosen_____

Mr. Tracy_____

A marked reduction of street noise as compared with a non-directional microphone. The line microphone eliminated all street noise outside of its beam thus eliminating all extraneous noises.

Mr. Carson_____

Mr. Harbo_____

Test No. 4

Mr. Hendon_____

Mr. McGuire_____

American Legion Convention Parade, New York City, 1937

Mr. Mumford_____

Mr. Piper_____

Mr. Quinn Tamm_____

Broadcast from 6th floor of Empire State Building. It eliminated crowd noise, band echoes from grandstand and at times there were 3 bands within

Mr. Nease_____

Miss Gandy_____

range all playing different music yet it was possible to pick up any of them without interference of any kind from the other two.

Quality of broadcast was excellent and no equalization was required.

Lt. Garson of SOS who worked at Bell Laboratories for 21 years and was one of the inventors with Mr. Mason, gave as an example the following outdoor test.

Microphones placed at home plate Yankee Stadium, New York City. It was beamed into the left field bleachers. The left field wall was 420 ft. away and the beam was directed up into the crowd, thus making the distance close to 500 ft. A conversation between two people was picked up with very good results.

Station WTOP and WOL use this type of microphone at baseball games at Griffith Stadium. It is beamed at homeplate to pick up conversation between the umpire and player, crack of the bat and the ball hitting the catchers mit.

Conclusion

The tubular direction microphone is probably the most highly directional type for its size and weight.

Frequency Range: 100 - 10000 cycles per second

Uniform 100 - 100000 and below 100 cps. it could be improved at the expense of size and directivity.

Resonant frequency = 100 cps.

Output - 75 to -90 db.

Impedance of 618A = 30 ohms

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

JOHN EDGAR HOOVER
DIRECTOR

HHC:BG

**Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.**

September 3, 1943

MEMORANDUM FOR THE DIRECTOR

Re: SUGGESTIONS MADE AT CHICAGO CONFERENCE OF FIELD
AND SEAT OF GOVERNMENT EMPLOYEES, ABOUT WHICH
THERE WAS A DIVIDED OPINION IN THE EXECUTIVE CONFERENCE.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

A conference was held in Chicago on August 21 and 22, 1943, for the purpose of discussing possible streamlining procedures and the possibilities of reducing unnecessary overhead in Bureau operations. Those present at the conference were Special Agents in Charge Brantley, Drayton and Scheidt, Chief Clerks Buist W. Swaim and Helen Dunkel, and Assistant Directors Glavin and Clegg.

A separate memorandum has been prepared merely listing the suggestions developed at the Chicago conference, which were unanimously approved and unanimously disapproved by the Executives Conference of the Bureau.

This memorandum summarizes the suggestions and also gives the votes of the various conference members as to each of the suggestions developed at Chicago, about which there was a divided opinion in the Executives Conference.

For the sake of convenience, there is attached hereto the original memorandum recommending the views of the participants in the Chicago conference as well as the views and arguments presented by the members of the Executives Conference. For the personal convenience of the Director the page numbers, on which these various suggestions appear in the attached original memorandum, are listed for any detailed study which may be desired of the various objections and approvals submitted in connection with each suggestion.

✓ 1. Follow-up Letters From Bureau.

This is not a suggestion but an observation. The Special Agents in Charge at Chicago reported that bankruptcy reports and cases seemed to be well supervised in the Bureau; letters of suggestion frequently come from this desk; some of these letters contain "lousy" suggestions; some of them contain suggestions designed to get the field office into trouble with the United States Attorneys; and some of them contain suggestions that are valuable and helpful. In all other cases, it was the conclusion of the SAC's present that the letters from the Bureau about investigative cases were rather infrequent and were but seldom of any assistance or value. (See discussion, Page 3, of attached detailed memorandum)



Mr. Ladd, Mr. Rosen and Mr. Mumford promptly challenged the accuracy of these statements and conclusions and advise that they have numerous files

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available to prove their own conclusions to the contrary. They have submitted citations in their arguments concerning the following suggestion, which are designed to support their point of view. The cases cited are rather numerous and both Mr. Rosen and Mr. Ladd have also prepared a special memorandum challenging the accuracy of the statements of the SAC's, which has been submitted separately.

Conclusions similar to those made by Messrs. Brantley, Scheidt and Drayton at Chicago have also been orally expressed by Messrs. Bugas, Pieper and Wily.

✓ 2. Reducing Seat of Government Supervision.

It was recommended that in the future reports in the following types of cases go to the file immediately after their receipt by the Bureau and that the report not be referred to the Bureau's supervisor except in the instances shown below as exceptions.

| <u>Class No.</u> | <u>Character of Case</u> |
|------------------|---|
| 26 | National Motor Vehicle Theft Act |
| 52 | Theft, Embezzlement, or Illegal Possession of Government Property |
| 31 | White Slave Traffic Act |
| 15 | Thefts from Interstate Shipment |
| 25 | Selective Service Act |
| 100 | Internal Security |

Bulletin Types 9/27

Exceptions: Reports would be routed to designated supervisors from the file room under the following circumstances:

1. In cases of special types which, in the experienced opinion of field office supervisors, should be called to the attention of the Bureau, a rubber stamp impression should be affixed to the top part of page one of the original of the report which goes to the Bureau. This rubber stamp will bear the legend "Special Attention."

These cases, which would bear the rubber stamp "Special Attention," would include:

- a. Large rings of conspirators operating on a wide basis
 - b. Cases of widespread or national interest
 - c. Interesting cases of publicity value
 - d. Of course, any case which the supervisor felt for any reason should be brought to the Bureau's attention.
2. In cases where the Bureau file room discovers cross-references in the filing and indexing process, the report should go to a supervisor.

3. Reports in those cases in which the Bureau has indicated a special interest should be marked with the "Special Attention" stamp.
4. Fugitive cases, for the time being, it is felt should go to the fugitive supervisors.
5. Cases including statistical data should be marked with another stamp, either "S" or "Stats.", so that this report can be routed to the Crime Records Section, Statistical Unit, for the purpose of recording the statistics.
6. In Selective Service cases it was felt that the "Special Attention" stamp should be attached to reports relating to conscientious objectors, irregularities on the part of draft board members and in cases where individuals were counseling or instructing in the evasion of Selective Service.
7. In Internal Security cases the reports which should be marked with the stamp "Special Attention" would be as follows:
 - a. Dangerous aliens
 - b. Principal key Communist figures
 - c. Denaturalization cases of national importance
 - d. National organizations of known and active subversive character
 - e. Cases reflecting negro unrest of a serious type
 - f. Cases initiated by Government agencies

(These are really not exceptions but rather are guides as to when the field office should affix the "Special Attention" stamp.)

Copies of Reports to Bureau, ONI, G-2 and Other Government Agencies

Clerical employees in the Bureau file room would be trained just as are clerical employees in the field, to forward copies of reports to the Department when a copy in the field had been sent to the U. S. Attorney and to refer copies of reports to ONI and G-2 when similar action had been taken in the field.

Future Expansion of the Program

After three months, when the procedure has proven itself and in order that this program might be placed into effect gradually, it was recommended that this procedure be next extended to the following classifications:

| <u>Class No.</u> | <u>Character of Case</u> |
|------------------|------------------------------------|
| 4 | Firearms Act, National and Federal |
| 8 | Migratory Bird Act |
| 9 | Extortion |
| 42 | Deserters |
| 47 | Impersonation |

| <u>Class No.</u> | <u>Character of Case</u> |
|------------------|--|
| 62 | Miscellaneous |
| 65 | Espionage |
| 70 | Crimes on Indian and other Government Reservations |
| 71 | Interstate Commerce, except thefts from |
| 75 | Bondsmen and Sureties |
| 79 | Missing Persons |
| 88 | Unlawful Flight to Avoid Prosecution or Testifying |
| 103 | National Cattle Theft Act |
| 98 | Sabotage |

Within three additional months it is recommended that this system be extended to the following classifications:

| <u>Class No.</u> | <u>Character of Case</u> |
|------------------|---|
| 18 | May Act |
| 27 | Patents |
| 28 | Copyrights |
| 29 | National Bank and Federal Reserve Acts |
| 36 | Mail Frauds |
| 45 | Crimes on High Seas |
| 49 | Bankruptcy (Mr. Glavin recommended that this not be included. All others thought it should be.) |
| 68 | Alaskan Matters |
| 69 | Contempt of Court |
| 72 | Intimidation of Witnesses |
| 73 | Pardon, Parole Matters and Probation |
| 74 | Perjury |
| 76 | Escaped Federal Prisoners, Parole, Probation and Conditional Release Violators and Federal Escape Act |
| 78 | Illegal Use of Government Transportation Requests |
| 82 | War Risk Insurance |
| 83 | Court of Claims |
| 84 | Reconstruction Finance Corporation Act |
| 86 | Farm Credit Act |
| 87 | National Stolen Property Act |
| 91 | Bank Robbery |
| - | Fugitives |

Arguments Pro and Con: The advantages, disadvantages, objections and approvals are set out at great length in the attached memorandum. (See Pages 4 to 54, inclusive)

Vote:

Favoring the suggestion for the experimental period of three months and willing to withdraw the Internal Security reports from the list at this time and

during the first six months were Messrs. Glavin, Hince and Clegg.

(At the Chicago conference the recommendation favoring this proposal was unanimous.)

All other members of the Conference, Messrs. Tracy, Quinn Tamm, Carson, Nichols, Acers, Hendon, Ladd, Mumford, Rosen and Coffey, were in opposition to the suggestion.

✓ 2. Investigative Reports.

The suggestion unanimously approved by the Chicago conference was that in all criminal cases the reports (except accounting reports which are already properly organized) should continue to be prepared on the present form. It was recommended, however, by the Chicago conference that the information in the details should be organized in two sections, known as Section I and Section II.

Section I
In Section I would be set forth the names of witnesses, their position, street address, city and state, these identifying data being underscored and followed by a colon. Then would be set forth under each witness the evidence and information of value to the prosecution given by the witness in question. Under this section would also appear the prosecutive steps taken, such as authority for filing complaint, the fixing of bond, the arraignment, the plea, the sentence and similar data, and there would also be set forth in this section the criminal record of the subject.

In the organization of the material following the numeral II would be set forth investigatory and administrative action, material to aid the investigator and which has no present bearing of significance on the prosecution. Information would be included, such as:

- a. Steps taken to locate fugitives
- b. Filing of mail covers, wanted notices and stop notices
- c. Physical descriptions
- d. Background information which would help other offices and other agents to pursue the investigation
- e. Material and information which would form the basis for undeveloped leads set forth later in the report
- f. All other information which should be included in the report but which would not fall within the list of items of value or of service to the prosecutor

Of course, the undeveloped leads and other pertinent parts of the report would follow in the usual manner.

(See Pages 55 to 61 for discussion and arguments.)

Vote:

The Chicago conference unanimously approved the suggestion.

Messrs. Tracy, Hince, Glavin and Clegg favored the suggestion.

Messrs. Quinn Tamm, Carson, Nichols, Acers, Hendon, Ladd, Mumford, Rosen and Coffey were opposed.

✓ 3. Dictating Lengthy Reports

The suggestion was made and unanimously approved at the Chicago conference that whenever an agent has a report (other than an accounting report) to dictate, which it was estimated would be ten or more pages in length, the agent should first be required to confer with his supervisor or SAC in order that it could be determined whether the facts were properly organized and marshaled and in order to see that the dictation and report would be properly organized and that unnecessary data would be omitted. (See discussion, Pages 62 and 63, of attached detailed memorandum.)

Ballentine
Vote: The Chicago conference approved this unanimously.

Messrs. Tracy, Nichols, Hince and Mumford favored the counterproposal that this rule apply only to reports prepared by new agents who had been in the service less than six months and that it be applied to every report of new agents instead of to those of ten pages or more in length.

Those opposed to this counterproposal were Messrs. Quinn Tamm, Carson, Acers, Hendon, Rosen and Clegg.

Mr. Rosen favored the suggestion only after each SAC is fully informed of the provision and is given an opportunity to advise the Bureau whether he can enforce this practice with the present staff and after he submits the estimated percentage of reports in each field office of over ten pages in length and the estimate of time required on the part of each supervisor to carry forth the provision. All other members of the Conference were opposed to Mr. Rosen's suggestion except Mr. Mumford who favored it only if the first counterproposal is not approved.

Vote on the initial suggestion:

Those in favor were Messrs. Quinn Tamm, Carson, Acers, Hendon, Hince and Clegg.

Those opposed were Messrs. Tracy, Nichols, Mumford and Rosen.

Mr. Ladd, who was absent at this time, subsequently expressed his objection and Mr. Glavin has expressed his approval of the rule.

✓ 4. Reports on "Fugitive" Selective Service Cases

Ballentine
It was initially the rule that the only Selective Service reports to come to the Bureau with a few exceptions (such as conscientious objectors and reports involving board members) would be the concluding report or final report prepared by the office of origin. All other reports submitted by auxiliary offices would not.

be forwarded to the Bureau unless the SAC of the office of origin decided that for some special reason he should forward a copy for the Bureau's attention.

Subsequently, some additional exceptions were made so that all reports prepared by all offices involving fugitive Selective Service violators would be sent to the Bureau.

The suggestion is that the Bureau revert to the initial practice in so far as it refers to fugitive cases so that only the final or concluding report of the office of origin would be submitted to the Bureau which would show in summarized form any pertinent information set forth in reports of auxiliary offices. (For discussion, see Pages 64 to 68, inclusive.)

Vote:

The Chicago conference unanimously approved the suggestion.

Messrs. Hendon, Glavin and Clegg approved the suggestion.

Messrs. Tracy, Quinn Tamm, Carson, Nichols, Acers, Ladd, Mumford, Rosen, Coffey and Hince recommended that the field submit reports on fugitive cases at least once every six months, reflecting investigative activity taken to locate the fugitive.

✓ 5. Abolition of Abstract Slips

It was suggested that abstract slips be abolished on all communications prepared in the field and transmitted to the Bureau except on personnel matters. (See pages 86 to 91, inclusive, for discussion.)

Vote:

At Chicago all members of the conference except Mr. Glavin approved the suggestion. Mr. Glavin was opposed.

Messrs. Hendon, Hince and Clegg of the Executives Conference recommended that abstract slips from the field be eliminated.

Messrs. Tracy, Quinn Tamm, Carson, Nichols, Acers, Ladd, Mumford, Rosen, Coffey and Glavin recommended that the present practice of sending in abstract slips from the field be continued.

✓ 6. Handling of Untyped Reports When Instructions Are Received to Discontinue Investigation

When a field office has conducted investigations but reports have not been dictated or typed and when the field office, which is an auxiliary office, receives notice to discontinue the investigation in practically all instances because there is no prosecution or because the fugitive has been apprehended, it

was recommended that the agent would be required to dictate the names and addresses of persons interviewed and a brief paragraph showing a summary of all information received. In the event a rough draft or police report had been received, this rough draft or police report would be placed in the file without any typing being performed. (For discussion see Pages 92 and 93.)

Vote:

The Chicago conference unanimously approved this suggestion.

In the Executives Conference Messrs. Rosen and Hendon disapproved the suggestion.

Messrs. Tracy, Quinn Tamm, Carson, Nichols, Acers, Ladd, Mumford, Coffey, Glavin, Hince and Clegg approved the suggestion.

✓ 7. Problem of Agents Preparing Memoranda Instead of Investigative Reports

Bulletin
It was recommended that a Bureau bulletin strongly urge field employees to discontinue the preparation of unnecessary memoranda in the field when reports should be written instead; also, for the agents to discontinue the preparation of memoranda recommending that some letter be transmitted or some action be taken when the agents should prepare the letter or take the action themselves if the case is assigned to them. The bulletin in question would point out that this was a desirable action on the basis of their accepting responsibility and demonstrating executive ability as well as because of the requirements for applying approved business principles and economy. (For discussion see Page 94.)

Vote:

The Chicago conference unanimously approved.

Messrs. Ladd and Mumford expressed the opinion that such a bulletin is unnecessary at this time.

Messrs. Tracy, Quinn Tamm, Carson, Nichols, Acers, Hendon, Rosen, Coffey, Glavin, Hince and Clegg recommended that such a bulletin be prepared for the field service.

8. RUC-ing Reports by Wire

Bulletin
It was suggested that (a) when a reply to an undeveloped lead is sent by wire (either teletype or telegram), (b) when a wire is necessary, and (c) when ordinarily this wire would include without unnecessary lengthening all the necessary details and information which would subsequently be included in routine reports - then by placing the symbols "RUC" in the teletype, it would be unnecessary for the reporting office to later prepare a written report. Of course, the Bureau or the office of origin could request a report at any time they felt it was essential. It also would be required that the office of origin should include either a summary or the full information, whichever was necessary, in the next report prepared at the office of origin. (For discussion see Pages 96 and 97.)

Vote:

The Chicago conference unanimously approved the suggestion. Mr. Glavin, however, approved only if the original notes of the agents are retained.

Messrs. Ladd, Nichols, Acers, Carson, Hince, Mumford and Coffey agree with Mr. Glavin.

Messrs. Tracy, Quinn Tamm, Hendon and Clegg approve the suggestion in its entirety.

✓ 9. Preliminary Reports in Sabotage Cases

It was suggested that the preliminary report now required to be submitted within seven days be extended to fifteen days in view of the initial teletype presently required. (For discussion see Pages 103 and 104.)

No action
Vote:

At the Chicago conference all participating favored the suggestion except Mr. Glavin who was opposed.

At the Executives Conference Mr. Clegg favored the suggestion and Messrs. Tracy, Quinn Tamm, Carson, Nichols, Acers, Hendon, Ladd, Mumford, Rosen, Coffey, Glavin and Hince were opposed.

✓ 10. Discontinuance of Unnecessary Communications to Field Offices

It was recommended:

a. That the copy of a letter sent by the Bureau to some individual in a field office territory not be sent to the field office when such individual had corresponded with the Bureau concerning a matter not within the Bureau's jurisdiction. (For discussion see Pages 107 to 110, inclusive)

Back to
Vote:

At Chicago all members unanimously approved the suggestion that this letter be discontinued.

In the Executives Conference Messrs. Ladd, Tracy, Quinn Tamm, Nichols, Hendon, Hince and Coffey disapproved the suggestion.

Messrs. Carson, Acers, Mumford, Rosen, Glavin and Clegg favored the suggestion.

b. That in instances where a field office had filed a "probation flash" requesting criminal records in the event subjects placed on probation were subsequently arrested, copies of this "probation flash" be sent only to the office of origin and not to any other office. (For discussion see Pages 107 to 110, inclusive)

Vote:

The Chicago conference unanimously recommended the approval of this suggestion.

In the Executives Conference Messrs. Clegg and Glavin approved the suggestion.

Messrs. Tracy, Quinn Tamm, Carson, Nichols, Acers, Hendon, Ladd, Mumford, Rosen, Coffey, and Hince disapproved.

✓ 11. Elimination of Monthly General Intelligence Reports

It was suggested that the requirement that each field office prepare a monthly summary of general intelligence matters and forward it to the Bureau be discontinued. (For discussion see Page 113.)

Vote:

The Chicago conference unanimously approved the suggestion.

In the Executives Conference Messrs. Glavin and Clegg approved the suggestion.

Messrs. Tracy, Quinn Tamm, Carson, Nichols, Acers, Hendon, Ladd, Mumford, Rosen, Coffey and Hince disapproved.

✓ 12. Eliminate Monthly Report on Condition of Sound Equipment in Field Offices.

It was unanimously recommended by the Chicago conference that the monthly report on the condition of sound equipment in field offices be discontinued and in lieu thereof this report appear in the usual manner on the annual inventory. (For discussion see Page 114.)

Vote:

Messrs. Glavin, Hendon, Hince and Clegg approved the countersuggestion that this report be submitted quarterly rather than monthly.

Messrs. Tracy, Quinn Tamm, Carson, Nichols, Acers, Ladd, Mumford, Rosen and Coffey are in favor of the present monthly report being continued.

✓ 13. Monthly Report on Aliens

a. The Chicago conference unanimously recommended that the monthly report required on the first Tuesday of each month, showing the number of aliens arrested, be eliminated. (For discussion see Pages 115 and 116.)

Vote:

In the Executives Conference Messrs. Glavin and Clegg favored the suggestion.

Messrs. Tracy, Quinn Tamm, Carson, Nichols, Acers, Hendon, Ladd, Mumford, Rosen, Coffey and Hince opposed the suggestion.

b. The Chicago conference recommended unanimously that there be eliminated the report which is submitted on the first of each month to the Bureau concerning alien enemy registrations and showing in detail (1) the number of certificates of registration received according to nationality, (2) the total number received since inception of this program, (3) the number of registrations verified, and (4) the number remaining to be verified. (For discussion see Pages 115 and 116.)

It was pointed out at the Executives Conference that this program would be completed within three months.

Vote:

In the Executives Conference Mr. Clegg approved the suggestion.

Messrs. Tracy, Quinn Tamm, Carson, Nichols, Acers, Hendon, Ladd, Mumford, Rosen, Coffey, Glavin and Hince disapproved the suggestion.

c. The Chicago conference recommended that there be discontinued the requirement that there be sent in with the administrative report each month a separate letter showing the number of investigations concerning travel violations by aliens. (For discussion see Pages 115 and 116.)

Vote:

This was unanimously approved by the Chicago conference and by the Executives Conference.

14. Cover Letter with Fingerprint Cards Submitted by Field Offices

The Chicago conference unanimously recommended that the cover letter which accompanies fingerprint cards submitted by field offices be eliminated and that instead a rubber stamp be provided for each field office so they can stamp the fingerprint cards in such a way that they may receive the expeditious attention demanded. (For discussion see Pages 117 and 118.)

Quinn Tamm
Executive Conference Action: Mr. ^{HENDON}Quinn-Tamm suggested that whenever a special letter was attached to the fingerprint cards, it should be returned to the field office with specific reference to the fact that a printed form letter, prepared for this purpose, should be used and instructing that the available form be utilized in the future.

Vote:

Those in favor of this counterproposal were Messrs. Tracy, Quinn Tamm, Hendon, Hince, Mumford, Rosen, Nichols, Acers and Carson.

Those opposed were Messrs. Glavin and Clegg.

Messrs. Glavin and Clegg favored approval of the initial suggestion.

All others were opposed.

✓ 15. Elimination of Identification Order and Apprehension Order Files in Field Offices

There are presently maintained in each field office in numerical sequence a special file of Identification Orders and a special file of Apprehension Orders. The suggestion is that these files be discontinued and that a numerical list by number of Identification and Apprehension Orders be prepared so they can be checked off in order to ascertain if any I.O. or A.O. is missing, and that these I.O.'s and A.O.'s be maintained in the regular case file. (For discussion see Pages 122 to 124, inclusive.)

Vote:

The Chicago conference unanimously approved this suggestion.

In the Executives Conference Messrs. Glavin, Hince and Clegg approved the suggestion.

Those opposed were Messrs. Tracy, Quinn Tamm, Carson, Nichols, Acers, Hendon, Mumford, Rosen and Coffey.

✓ 16. Stamp Showing Who Performed Filing Duties

On July 21, 1943, the Bureau furnished field offices with a rubber stamp and it was required that this stamp be affixed to all incoming mail. This stamp bears the following legend:

"Searched.....
Serialized.....
Indexed.....
Filed....."

The purpose of this stamp is to fix responsibility for searching, serializing, indexing and filing. (For discussion see Pages 129 and 130.)

Vote:

At the Chicago conference Messrs. Brantley, Drayton and Glavin recommended that this stamp be continued while Mr. Scheidt, Miss Dunkel, Mr. Swain and Mr. Clegg recommended that it be eliminated.

In the Executives Conference Mr. Clegg favored the suggestion.

Messrs. Tracy, Quinn Tamm, Carson, Nichols, Acers, Hendon, Ladd, Mumford, Rosen, Coffey, Glavin and Hince were opposed.

✓ 17. Filing and Indexing in "O" Files

Miscellaneous complaints which do not warrant investigation are filed in a general complaint file bearing file number "O" under the classifications to which they generally refer; thus, a general complaint indicating that an automobile is stolen and was recovered in the same city without interstate transportation, is filed in a 26-0 file. (For discussion see Pages 131 to 133, inclusive.)

The Chicago conference and the Executives Conference unanimously approved the following suggestions:

a. That the practice should be followed of an agent, who handles the incoming complaint, having the index card searched before a memorandum is dictated or before the incoming correspondence is filed.

b. In each instance it is believed that the name of the complainant as well as the subject should be searched against the index cards for any previous information before the memorandum is dictated or the incoming communication is filed.

c. When two or more serials in the "O" file refer to the same subject or in other instances to the same complainant, all the serial numbers relating to the same person should be noted on one single index card in the general office index.

d. In some field offices there is an automatic requirement that the stenographer prepare index cards on dictated memoranda but in those instances where the index cards are searched before dictation, the stenographer should not prepare an index card if the new serial number is to be placed on the old index card or, in other words, the index cards will not be automatically prepared by stenographers when there is a previous reference in the file but will be prepared in the Chief Clerk's Office where the clerks will enter the new serial number on the old index card.

There was a divided vote on the following suggestion:

e. There is a problem in each field office of agents calling for all references on a name and having several volumes of files brought to them. This is particularly true when there are numerous references filed in different volumes of the "O" files. There are two ways of handling this matter:

- (1) The serial is placed on top of the latest volume of the "O" file and given the next serial number and in this manner the filing is done somewhat faster than if the new serial had to be placed adjacent to the previous serial on the same person. This, however, requires that when an agent asks for all references, several volumes be brought to the agent, depending upon how many references there are in different volumes.
- (2) The suggestion of the Chicago conference was that beginning now (not applying to previously filed serials) but all future serials on an individual in the "O" files be placed adjacent to the most recently received serial in the "O" file and that the new serials be given sub-numbers "A", "B", "C", "D", etc., in addition to the same numerical serial number as the previous incoming communication or memorandum.

The problem involved here is whether the additional amount of time required for filing the new serial alongside the old serial, which would be necessarily somewhere within a particular volume, is offset

by the lesser difficulty in locating all the serials relating to the same person in the future and the corresponding lack of necessity of an agent having so many volumes of the "O" files on his desk in looking up cross-references.

The opinion of the Executives Conference was divided, as it was in the Chicago conference.

Vote on "e"

Those who favored the suggestion #2 above, that is, that all serials be filed adjacent to each other and that they be given sub-numbers - in the Chicago conference were Messrs. Drayton, Glavin, Swaim, Clegg and Miss Dunkel. Mr. Brantley and Mr. Scheidt were opposed.

Mr. Tracy likewise was opposed.

Messrs. Quinn Tamm, Carson, Nichols, Acers, Hendon, Ladd, Mumford, Rosen, Coffey, Glavin, Hince and Clegg favored the suggestion.

✓ 18. Discontinuance of Night Logs

Night logs are maintained in each field office and it was recommended that they be discontinued.

It was pointed out that personnel are required to register on the forms provided, whether they arrive day or night, and memoranda are required on telephone calls and visits when complaints are received.

It was argued on one hand that the night log provides a quick ready reference for the SAC to get a picture of what transpired the previous night and permits the SAC to see if all memoranda and records have been prepared. On the other hand, it was argued that the time spent by the clerk in preparing the night log could be more profitably spent in other work. (For discussion see Page 156.)

Vote:

At Chicago Messrs. Drayton, Scheidt, Swaim and Clegg and Miss Dunkel recommended that the night logs be discontinued, while Messrs. Brantley and Glavin recommended their continuance.

In the Executives Conference Messrs. Tracy, Quinn Tamm, Hince, Ladd and Clegg recommended that the night logs be discontinued.

Messrs. Acers, Carson, Coffey, Rosen, Mumford and Hendon recommended that they be continued.

✓ 19. Limited Distribution of I.O.'s and A.O.'s to Agents

It was pointed out that 5,000 I.O.'s and A.O.'s are distributed to the Bureau's agents at present. It was recommended that each order as it was received

be placed on the bulletin board for seven days and that one be distributed to each of the Resident Agents but that no other I.O.'s or A.O.'s be distributed to Special Agents, thus reducing the distribution from approximately 5,000 to less than 500. (For discussion see Page 157.)

Vote:

At Chicago Mr. Scheidt was opposed while Messrs. Brantley, Drayton, Swaim, Glavin and Clegg favored the suggestion.

In the Executives Conference Mr. Rosen opposed any change.

Messrs. Tracy, Quinn Tamm, Carson, Nichols, Acers, Hendon, Ladd, Mumford, Coffey, Glavin, Hince and Clegg recommended that the suggestion be approved.

✓ 20. Encouraging the Use of Personally Owned Automobiles on Official Business

It was pointed out that in some divisions Bureau cars are now being driven 50,000 miles per year. The suggestion was that the Bureau encourage rather than discourage the use of personally owned automobiles by Special Agents. It was pointed out that the SAC can approve the use of a personally owned automobile at his discretion, if no government car is available, but there is no encouragement for the use of personal cars. (For discussion see Pages 163 and 164.)

Vote:

At Chicago, those favoring encouragement in the use of personally-owned cars within the restrictions placed on the Bureau were Messrs. Scheidt, Brantley and Clegg. Those opposed were Messrs. Drayton, Glavin and Swaim.

In the Executives Conference Messrs. Tracy, Hince, Quinn Tamm, Hendon and Clegg favored the suggestion.

Messrs. Glavin, Carson, Nichols, Acers, Ladd, Mumford, Rosen and Coffey disapproved.

21. Discussion as to the Value of "Clean-Up" Campaigns Relating to Delinquent and "Non-Current" Cases Such as Are Being Carried on Under the Supervision of SAC Early at Memphis and at Birmingham

It was unanimously approved that if the judgment of the SAC had been initially good and sound and if there had been adequate personnel, these "clean-up" campaigns would not now be necessary. (For discussion see Pages 167 and 168.)

Vote:

It was the opinion of all members of the Executives Conference that where proper action had not been taken initially, then such "clean-up" campaigns as are being carried on at Memphis and Birmingham should be undertaken, and they appear to be proving themselves of value.

JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

September 2, 1943

RGH:DW

MEMORANDUM FOR THE DIRECTOR

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
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Miss Beahm _____
Miss Gandy _____

Mr. Hendon pointed out to the Executive Conference that there was a lack of uniformity in handling inventories in the field on property assigned permanently to the numerous Resident Agencies. Some offices do not maintain an up-to-date inventory of this property while others have reflected on their general inventory those items in the Resident Agency. It is felt that the latter practice serves no purpose since the Bureau has no interest in what property might be in a particular Resident Agency but is merely interested in the total property assigned to a field office.

The Conference consisting of Messrs. Rosen, Mumford, Ladd, Hince, Hendon, Acers, Nichols, Carson, Quinn Tamm and Tracy feels that an up-to-date inventory should be maintained in each field office as to each Resident Agency so that by reference thereto and to the general inventory of the office the whereabouts of all property can be currently ascertained in each office. It was recommended unanimously that the attached letter go forward requiring each office to maintain such up-to-date inventories.

Respectfully,
For the Conference

Glyce Tolson
Chairman

W. E. Glavin
Secretary

CC - Mr. Glavin



66-2554-

66-3209

Memo. for Director

Page 16

Mr. Hendon was undecided until he is able to see some reports concerning results at Birmingham and Memphis.

Respectfully,



H. H. Clegg

Attachment

LAH:JD

September 2, 1943

ALL INFORMATION CONTAINED

THE DIRECTOR

HEREIN IS UNCLASSIFIED

DATE 4/23/91 BY SP-5/KSC
#23813

The Executive Conference, those present being Messrs. Coffey, Ladd, Carson, Rosen, Tracy, Hendon, Tamm, Acers, Mumford and Hince, considered Suggestion #86 of Special Agent Richard H. Hallerberg.

Employee suggests: That a uniform practice of identifying exhibits placed in field office files be adopted. He points out that at the present time signed statements, photographs and other items are placed loosely in the 1-A envelopes in field office files. He points out that this permits the exhibits to be handled every time the envelope is opened and there is also the possibility that there will be a failure to properly identify exhibits once removed from the envelope.

He suggests that the field be authorized to use a rubber stamp to bear the following outline:

EXHIBIT

Date Received _____

From (Name of contributor) _____

(Address of contributor) _____

By (Name of Special Agent) _____

To Be Returned Yes ()
No ()

Description: (Brief description -

E.g. Signed statement from John Doe

regarding Subject.)

File # (Insert file number here) 166-2554-1
(E.g. 100-1212 - 1A4) NOT RECORDED
58 SEP 18 1943

INITIAL ON ORIGINAL

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____

He suggests a plain envelope be used.

Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____
RECOMMENDATION: Favorable. The Conference felt that this was definitely a valuable idea, that additional care in the handling of exhibits is desired, and that proper identification should be facilitated.

CARLSON OP 20 1943 750
cc - Mr. Glavin

ORIGINAL COPY FILED IN 66-3665-124

If approved, appropriate manual changes will be made *and stamps*
furnished the
field.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

LAH:JD

September 2, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. Coffey, Ladd, Carson, Rosen, Tracy, Hendon, Tamm, Acers, Mumford and Hince, considered Suggestion #17 submitted by SAC W. Hanni.

Employee suggests: That the Manual of Instructions be cut down in size and issued in a pocket edition. He suggests that only the elements and bare outline of each violation be included. Several suggestions of this kind have been made. None of them have indicated any practical way of condensing the manual without omitting essential material.

RECOMMENDATION: Unfavorable. Letter to employee prepared.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/23/91 BY SP5C/bse

#353093

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Glavin

66-2554-
NOT RECORDED
55 SEP 20 1943

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

SEP 22 1943 758

INITIALS ON ORIGINAL - 8

ORIGINAL COPY FILED IN 66-1934-62028

LAH:JD

September 1, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. Coffey, Ladd, Carson, Rosen, Tracy, Hendon, Tamm, Acers, Mumford, and Hince, considered whether it would be desirable to train a few Spanish speaking Agents in teaching methods so that they would be prepared to handle police schools in Latin America.

Messrs. Ladd and Carson advised the Conference that police schools conducted in Latin America did not require any special training in that the schools were not serious attempts at real police training and that they serve probably as a cover for SIS operations.

Accordingly, the Conference recommended unfavorably on giving such training on teaching methods to Spanish speaking Agents.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 11/23/91 BY SP5C/bca
#323013

Glyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Glavin

166-2554-
NOT RECORDED
97 SEP 14 1943

INITIALS ON ORIGINAL -

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____

77 SEP 25 1943

64-29833-12
64-29833-307-884
64-4733-18

Hf [signature]

OT:fra

September 1, 1943

THE DIRECTOR

0
The Executive Conference, consisting of Messrs. Carson, Acers, Nichols, Hendon, Coffey, Hince, Mumford, Rosen, Tracy and Quinn Tamm, considered a request submitted by SAC Stein that criminal records resulting in a search of the fingerprint cards in the Identification Division and requests by law enforcement agencies in Alaska be transmitted by air mail.

As you will recall the use of air mail was recently stopped in the sending out of criminal records because of the fact it did not expedite the replies. Mr. Stein points out that the records sent other than by air mail are delayed for unusual periods of time.

The Conference unanimously recommends that criminal records to Alaska be sent by air mail.

If you approve appropriate instructions to the Identification Division are attached hereto as well as a letter to Mr. Stein so advising him.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/23/91 BY SP5CE/bce

#323013

Glyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Glavin

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

66-2554-4
NOT RECORDED

57 SEP 15 1943

ORIGINAL COPY FILED IN

R
AR/bw

September 1, 1943

Suggestion #119

Employee: Mrs. Margaret S.
Smith, Stenographer,
Indianapolis

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the suggestion by this employee that about April 1 of each year clerical employees be instructed to make appropriate notations on their stenographic notebooks as to any cases which contain statistics. She points out that in the past it has been necessary for most of the clerical employees to review their stenographic notebooks prior to July 1 in order to type those cases which contain statistical data.

RECOMMENDATION: Unfavorable.

Employee advised by letter.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/23/91 BY SP5CJ/KC
#323013

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin

164-2554-V
NOT RECORDED
59 SEP 16 1943

INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-2362-2279

LAH:JD

September 1, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. Coffey, Ladd, Carson, Rosen, Tracy, Henson, Tamm, Acers, Mumford and Hince, considered Suggestion #20 submitted by Special Agent Fred M. Miller.

This employee suggests that the method of printing the Manual of Rules and Regulations and other manuals be changed so that the page would be divided into two columns and the material would not be printed across the entire page but only across half the page. This would permit two columns per page and Mr. Miller indicates that this would make it easier to read.

It was pointed out to the Conference that in order to adopt the suggestion it would be necessary to completely reprint the manual. It was felt that this might be given further consideration if it was ever necessary to reprint the manual.

A letter to the employee has been prepared.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/23/91 BY SP2C/KC

#328013

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Glavin

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Parke
Tamm
Egan
Gandy

Ad

SEP 18 1943

750

W. R. Glavin

166-2554-
NOT RECORDED
59 SEP 16 1943

TRANSMITTING NO. 511111

ORIGINAL FILED IN 66-1734-62008

AR/bw

September 1, 1943

Sugg. No. 109

Employee: Agent Thomas

Edmund O'Brien, San Francisco

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered and disapproved the suggestion of Special Agent Thomas Edmund O'Brien who asked that the judicial district in which a complaint is filed be indicated in the information furnished telegraphically to a field office in which the subject is brought before the Commissioner.

RECOMMENDATION: Unfavorable - This information is not necessary as each Commissioner will be able to readily determine the judicial district from the Department of Justice Register.

Employee advised by letter.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/23/91 BY SP5CJ/bco

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Glavin

66-3665-1240
ORIGINAL FILED IN

166-2554-✓
NOT RECORDED
59 SEP 16 1943

INITIALS ON ORIGINAL

58 SEP 22 1943

QF:fra

September 1, 1943

Suggestion Nos. 25 and 26

Employee: Agent James Boswell

Young, Houston

THE DIRECTOR

The Executive Conference, consisting of Messrs. Carson, Acers, Nichols, Hendon, Coffey, Hince, Mumford, Rosen, Tracy and Quinn Tamm, considered an employee's suggestion that Section 10 A of the Manual of Rules and Regulations outlining methods of requesting criminal records be changed to include a fourth way of requesting criminal records, namely, by a fugitive form letter.

RECOMMENDATION: Unfavorable - A fugitive form letter is not a request for a criminal record. It cannot be considered as such. It is handled differently in the Bureau. It is routed to the Investigative Division rather than the Identification Division. It would not serve as a direct request for a criminal record.

This employee suggests that where the disposition of an arrest is known at the time the fingerprint card is transmitted and is included on the back of the fingerprint card that it not be necessary to submit a disposition sheet. He suggests a specific change in the manual that the card serve as a disposition sheet when the disposition is known at the time the fingerprint card is submitted.

RECOMMENDATION: Unfavorable - This is a common procedure and in cases where the disposition is submitted on the back of a fingerprint card it is not necessary to submit a disposition sheet.

If you approve there is attached hereto a letter thanking this employee for his suggestions.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/23/91 BY SP5/BJE
#323013

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Glavin

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

166-2554-✓
RECORDED

SEP 13 1943

INITIALS ON FILE

ORIGINAL FILED IN 66-2554-285

LAH:IM

Sugg. Nos. 120, 121,
& 122

Employee: Agent John
Edward Freese

August 31, 1943

~~ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE BY~~

THE DIRECTOR

Members present: Messrs. Clegg, Coffey, Glavin, Ladd,
Nichols, Rosen, Tracy, Hendon, Carson, Quinn Tamm, Acers, Mumford,
and Hince.

1. Employee suggests: That when office memoranda are prepared in the field offices, copies be preserved for the use of Special Agents who are transferred to the office in the future. Mr. Kitchin, in transmitting this suggestion, thought it would be a good idea to establish this on a national basis and stated that his office was adopting the policy.

RECOMMENDATION: Unfavorable - The Conference thought this was an undesirable practice. Office memoranda are contained in a general administrative file in each field office entitled "Office Memoranda". Also, matters of instruction are contained in the OO file for each classification. Further, Special Agents assigned to one office will receive office memoranda on approximately the same subject matter that is handled in other offices. This combination of circumstances makes it appear to be an undesirable administrative practice to preserve additional copies of office memoranda for the use of Agents transferred.

2. Employee suggests: That each memorandum in the field begin with the heading "MEMO, SAC" rather than "MEMORANDUM FOR THE SPECIAL AGENT IN CHARGE". He also suggests that the words "RESPECTFULLY SUBMITTED" or "VERY TRULY YOURS" be eliminated. He suggests that this will save typing time and points out that the Miami Office has adopted this suggestion. Mr. Kitchin indicated that he has adopted this policy.

RECOMMENDATION: Favorable - The Conference recommended favorably with respect to the elimination of paper work and the shortening of memoranda forms and also approved the suggestion of Mr. Hince that the Bureau's Manuals contain specific provisions as to the form in which office memoranda in the field offices should be prepared. If approved, specific instructions will be contained in the Manuals.

3. Employee suggests: That each Special Agent be furnished a quantity of 3 x 5 cards mimeographed with a form to indicate the data which should be obtained for the preparation of Sources of Information cards. Mr. Kitchin recommended unfavorably on this, feeling that it would be a burdensome practice and that it would tend to make the Sources of Information file non-selective.

RECOMMENDATION: The Conference recommended unfavorably on this suggestion that this would simply tend to fill the file with a lot of useless cards.

cc - Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 11/23/91 BY SP-8/BJC
#323,013

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E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
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Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

NOV - 6 1943

ORIGINAL COPY FILED IN 66-2554-1257

Memo. for the Director

Page 2

Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

LAH:JD

September 1, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. Coffey, Ladd, Carson, Rosen, Tracy, Hendon, Tamm, Acers, Mumford and Hince, considered Suggestion #10 submitted by Special Agent H. Louis Thompson.

This employee suggests that there be added to the field office and Seat of Government firearms training courses a procedure of using miniature silhouette targets which would be marked by Agents in the butts to show the exact location of shots fired by Agents during the one hundred yard rifle course. The purpose of this suggestion is to permit each Special Agent to see exactly where his shots are going after firing ten shots.

It was pointed out to the Conference that the procedure suggested is a sound teaching procedure. It provides the element of correction during the practice phase of the teaching method. However, it was pointed out that this was an expensive method which would involve the use of additional forms, the preparation of these forms by Agents in the butts, and there would be a delay in transmitting them to Agents in the firing line.

RECOMMENDATION: The Conference felt that for the benefit obtained, too much cost was involved. Accordingly, the recommendation was unfavorable. A letter to the employee has been prepared.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/23/91 BY gpc/bzo
323813

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NOT RECORDED
63 SEP 17

Tolson _____
E. A. Tamm _____
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Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

cc - W. R. Glavin

51 SEP 21 1943 250

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 1-29-190

JJS:MKH

August 31, 1943

MR. NICHOLS

Re: SA L. P. Hurley's Contemplated
Radio Program over Station WKNY,
Kingston, New York

Reference is made to the attached letter from the SAC at New York, requesting permission to utilize Special Agent L. P. Hurley, Jr., Resident Agent at Kingston, New York, on a series of radio talks utilizing Bureau scripts over Station WKNY. As you know the Bureau's policy is that all radio talks should be given by the Special Agent in Charge and series such as the attached should be arranged in the name of the Special Agent in Charge. It is generally necessary that he give the talks personally except in rare emergencies when the Assistant Special Agent in Charge can be approved specifically by the Bureau.

I personally feel that this rule is doing the Bureau more harm than good. From my own personal observations while assigned to the Richmond Office, we had an opportunity to carry on four or five radio programs at the same time from small stations with a broadcasting radius of forty or fifty miles. It was impossible to accept the invitations of the Radio Stations because of instructions that they must be conducted by the Special Agent in Charge. At the time there was a program being conducted at Bristol, Virginia, and it was a physical impossibility for Mr. Bobbit to be at several places at the same time. It was also unfair to the Office to have both the SAC and the Assistant SAC away from the office on numerous occasions at the same time.

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____ In many offices there are men who are entirely capable of handling radio programs and if arrangements could be made with the Mr. [unclear] specific approval of the Bureau greater coverage could be obtained Mr. [unclear] the Bureau in radio broadcasts. The scripts are all written at the Mr. [unclear] and approved and as long as there is no deviation from them Mr. [unclear] would seem to me that we should change the rule and let Special Mr. Agents appear on the programs with Bureau approval. By this I mean Mr. [unclear] radio programs could be scheduled in the name of the Special Mr. Agent rather than the Special Agent in Charge.

Mr. Harbo _____

Mr. Hendon _____ One alternative which has been suggested in the past is that the Special Agent in Charge make recordings. This Mr. Mumford _____ definitely is not as effective as having even a Special Agent Mr. Starke _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/23/91 BY [unclear]

DATE 4/23/91 BY [unclear]

DATE 4/23/91 BY [unclear]

166-2554-1

NOT RECORDED

58 SEP 22 1943

1 SEP 28 43

ORIGINAL COPY FILED IN 94-1-32076-2

Memorandum for Mr. Nichols, #2

give the interview inasmuch as recordings must be announced over the radio as recordings and the audience immediately knows that the man is not there in person. My own reaction to recordings is to change the program on the radio.

I recommend in this instance that the SAC at New York be advised that it will be satisfactory for arrangements for a series of broadcasts over Station WKNY to be made utilizing Special Agent L. B. Hurley and that the attached letter to all SACs go forward.

Respectfully,

J. J. Starke

Attachment

LBN:RC 9/7/43

The Executive Conference, consisting of Messrs. Mumford, Ladd, Clegg, Hendon, Carson, Quinn Tamm, Tracy, Rosen, and Nichols, considered the matter of designating agents to participate in radio interviews in instances where it would necessitate the Special Agent in Charge being out of the office for an extended period of time. The Conference was unanimously of the opinion that each case should be considered on its merits.

L. B. Nichols

COPY MES

LAH:ELM

August 30, 1943

SAC, Washington, C. C.

Dear Sir:

With reference to your letter of August 13, 1943, the Bureau approved your recommendation that a form letter be used in requesting WPA records.

Very truly yours

Approved by Executive Conference,
Those present being Messrs. Coffey,
Ladd, Rosen, Hendon, Carson, Q. Tamm,
Murford, Neers and Hince.

John Edgar Hoover
Director

COMMUNICATIONS SECTION

Mailed Aug. 31, 1943 P.M.

166-25544-V
NOT RECORDED
56 SEP 2 1943

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/23/95 BY SP5 GJ/bk
#323013

51 SEP 4

ORIGINAL COPY FILED IN 100-8482-172

CEH:VIM

Washington, D. C.
August 13, 1943

Director, FBI

RE: FORM LETTER TO BE USED BY
WASHINGTON FIELD DIVISION
IN OBTAINING WPA RECORDS

Dear Sir:

There is transmitted herewith a form letter which it is proposed will be used in requesting WPA records. It is necessary that this form be used and printed on paper of a distinctive color, namely, blue, for the use of this office in obtaining these records quickly from WPA since they presently have approximately 10,000 expedite requests.

Mr. RALPH E. WHITE, Director, has volunteered to give the Bureau twenty-four hour service on these requests in the event arrangements can be made to use this form.

It is requested that the Bureau approve this form immediately and print 1,000 copies on blue paper so that they may be available for use by this office without undue delay.

Very truly yours,

GUY HOTTEL
SAC

Enclosure

16-2554
NOT RECORDED
56 SEP 2 1943

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|---------------------------------|
| FEDERAL BUREAU OF INVESTIGATION |
| SEP 2 1943 |
| U. S. DEPARTMENT OF JUSTICE |

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/23/91 BY SP5 W/bce
#323,013

ORIGINAL COPY FILED IN 66-54834-172

LAH:M7

August 28, 1943

Sugg. No. 12, 13, 14,
15, & 16

Employee: Agt. Loring
J. McGee

THE DIRECTOR

Members present: Messrs. Coffey, Ladd, Rosen, Hendon,
Carson, C. Tamm, Mumford, Acers, and Hince.

1. Employee suggests: That old files in the field offices be destroyed. He suggests no particular type of file, but points out that master files are available at Washington and he points out that metal Acco fasteners might be reclaimed.

RECOMMENDATION: Unfavorable - The Conference unanimously recommended unfavorably on the grounds that before any field office file is destroyed there should be a separate determination in each instance as to the lack of importance and usefulness of the file.

2. Employee suggests: That the Bureau periodically furnish Agents with a list of obsolete bulletins.

RECOMMENDATION: Favorable - The Conference unanimously recommended favorably and if approved, such a list will be prepared by the Training Division.

3. Employee suggests: That the territorial allocation list be included in the Manuals.

RECOMMENDATION: Unfavorable - It was pointed out by the Conference that the territorial allocation list is bulky, is now issued in bulletin form, and as such can be inserted in the Manual binders. It is not properly a subject of study, but is a reference work and properly is issued in bulletin form.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Harbo

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Piper

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

4. Employee suggests: That current statistics be added to the Manual of Rules and Regulations.

RECOMMENDATION: Unfavorable - The Conference pointed out that these statistics are furnished to the field periodically and that they change too frequently to be included in the Manuals.

5. Employee suggests: That the Bureau code and short-form expressions used in criminal records be listed in the Manual of Rules and Regulations.

RECOMMENDATION: Unfavorable - It was pointed out that this information

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/23/96 BY 350/162

NOT RECORDED
58 OCT 2 1943

RECEIVED - DIRECTOR
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#323013

66-03-513
66-1734-2-246
97
66-3286-97

ORIGINAL NOT FILED IN

Memo. for the Director

Page 2

is available in each field office in the FBI Law Enforcement Bulletin and that it is a reference work, not properly a subject for study, and should not be included in the Manuals.

Employee advised by letter.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

OK /s/ [signature]

WFA:MLH

August 28, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Ladd, Glavin, Quinn Tamm, Carson, Nichols, Clegg, Hendon, Coffey, Hince, Mumford, Rosen and Acers, considered a request submitted by Mr. George L. Cheesman, employee in the Cartographic Section, for approval of his request for additional gas rationing allotment.

For the Director's information, Mr. Cheesman transports four other employees to work in his personally-owned car.

The Director's signature on the attached form merely certifies that to the best of his knowledge the facts set out in Mr. Cheesman's application concerning the place of employment and the number of miles driven to and from the Bureau are accurate.

The Conference recommends approval of Mr. Cheesman's request.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/23/91 BY SP5CJH/ko
#323,813

Clyde Tolson
Chairman

cc: Mr. Glavin

W. R. Glavin
Secretary

166-2557-
NOT RECORDED
57 SEP 3 1943

ORIGINAL COPY FILED IN ALPHABETICAL

SJT:fra

August 26, 1943

THE DIRECTOR

0
The Executive Conference, consisting of Messrs. Coffey, Glavin, Nichols, Acers, Hendon, Hince, Mumford, Ladd and Tracy, considered a suggestion of Agent James G. McGoldrick that a review of the classification of fingerprints be included in the curriculum for In-Service Training.

The Conference was advised that in view of the fact the field was instructed to handle the matter of fingerprint instruction in regular Agents' Conferences it did not seem advisable to take any of the In-Service Training time for this as it can be better handled in the field.

The Conference unanimously agreed. There is attached a letter to this Agent thanking him for the suggestion.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/23/91 BY SP5CJ/KC
#323,013

Glyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Glavin

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
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Acers _____
Carson _____
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166-2554- ✓
NOT RECORDED
59 NOV 1 1943

ORIGINAL FILED IN 1-19-891

~~CONFIDENTIAL~~

LAH:BG

August 24, 1943

4/18/91
Classified by SP2/bu
Declassify on: OADR
#323013

THE DIRECTOR

Members present: Messrs. Ladd, Nichols, Rosen, Tracy,
Hendon, Carson, Mumford, Acers and Hince.

The Miami office requested permission to use a form memorandum to be filled in by each Special Agent on the last day of each month, furnishing information as to the number of days which each agent spent on surveillances in order that these data could be compiled and entered on the Monthly Administrative Report. This information is necessary to the Monthly Administrative Report.

The question was submitted to the Inspectors. Mr. Brentley was of the opinion that the Bureau did not need the information but that, if the Bureau did need it, a form was desirable. Messrs. Connelley, Gurnea, Kitchen, Harbo, Hendon and Scheidt submitted suggested forms to include other information to be submitted by each Special Agent. In addition to the amount of time spent on surveillances, the agent would be required to show the amount of time spent on accounting work, on the monitoring of [foreign funds], the amount of time spent at the Bureau in restraining school, in travel status, on annual and sick leave, on general cases, and the amount of time spent in the office and on administrative work.

RECOMMENDATION: The Conference unanimously recommended that the field be authorized to use a form for the purpose of obtaining information necessary to the Monthly Administrative Report. The Conference recommended, however, that the only information to be placed on the memorandum would be the amount of time spent on surveillances, the amount of time spent on accounting work and on the monitoring of [foreign funds]. From the samples submitted, a representative form has been prepared and is attached for approval. This will be made a standard form and given a field division number.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

Respectfully,
FOR THE CONFERENCE

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

Clyde Tolson 100-2554
Chairman NOT RECORDED
58 SEP 17 1943

W. R. Glavin
Secretary

~~CONFIDENTIAL~~

ORIGINAL COPY FILED IN 100-2119-286

August 24, 1943

LAH:WKB

Sugg. #80

Employee: Agent Frank L.
Griggs

THE DIRECTOR

Members present: Messrs. Coffey, Ladd, Nichols, Rosen,
Tracy, Hendon, Carson, Acers, Mumford and Hince.

Employee suggests: That the Bureau's manuals be
indexed in greater detail.

RECOMMENDATION: Favorable - The Conference pointed out that the
Manual of Rules and Regulations is very thoroughly indexed but that
the Manual of Instructions and National Defense Manual could be im-
proved by a more detailed index.

A letter to the employee and a memorandum for Mr. Clegg
have been prepared.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc Mr. Glavin

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/23/91 BY SP5CJ/KSC
#323,893

66-2554-V
NOT RECORDED
55 SEP 10 1943

ORIGINAL COPY FILED IN 66-1934-6198

20075 1943

EPC:EGK

August 24, 1943

THE DIRECTOR

On August 23, 1943, the Conference, consisting of Messrs. Carson, Tracy, Ladd, Acers, Hendon, Coffey, Hince, Mumford, and Risen, considered the proposal of Mr. Appel to the effect that all current fingerprint cards on six crimes that he listed involving the passing of fraudulent checks and swindling activities by means of impersonation be forwarded to the Bureau's Laboratory after they have been answered in the Fingerprint Division so that they might be searched through the Laboratory Bad Check File and the signatures thereon set up in the file.

The Conference was unanimously of the opinion that the present delinquency of the Fingerprint Division and of the Document Section of the Laboratory was such as to make this procedure unwise at this time. It was felt that the suggested procedure had some merit worthy of consideration either when the current work in these departments is up to date or as a post-war project and the Conference recommends that it be so considered.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/23/91 BY SP5CJ/bca
323013

Clyde Tolson, Chairman

E. E. Glavin, Secretary

olson
A. Tamm
legg
Coffey cc - Mr. Glavin
lavin
ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Parke
Tamm
Case
Gandy

166-2534-1
NOT RECORDED
57 SEP 9 1943

INITIALS ON ORIGINAL
EPC

ORIGINAL COPY FILED IN

cc
LAL:BG

August 24, 1943

THE DIRECTOR

The Executives Conference, those present being Messrs. Ladd, Nichols, Rosen, Tracy, Hendon, Carson, Mumford, Acers and Hince, considered the motion picture in technicolor prepared by the Detroit office with reference to firearms training held in the Detroit Division. This is the picture for which Mr. Bugas has previously been criticized. This picture was reviewed by Messrs. Baughman and Sloan who recommended that it not be used or exhibited in any additional field offices or before any police conferences. The reasons given by Messrs. Baughman and Sloan were that there were certain undesirable features of the film and that to show it at police conferences throughout the country would stamp the film with Bureau approval. There are certain features which indicate a disregard of proper safety rules. Some of the instruction is not in accord with the present instruction approved by the Bureau.

RECOMMENDATION: The Conference unanimously recommended that this film not be used in the future.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 11/23/91 BY SP5CJ/llc
#323,013

Clyde Tolson
Chairman

W. R. Glavin
Secretary

166-2554-
NOT RECORDED
55 SEP 10 1943
INITIALS ON ORIGINAL

cc-Mr. Glavin

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

1-18-1-584
ORIGINAL COPY FILED IN

LAH:TKB

Sugg. #94

Employee: Agt. Harold F.
Trapp

THE DIRECTOR

Members present: Messrs. Coffey, Ladd, Nichols, Rosen, Tracy, Hendon, Carson, Acers, Mumford and Hince.

Employee suggests: That whenever a field office file contains information of a general nature valuable for reference purposes as distinguished from subject files, that the serials be set up in original and duplicate jackets at the discretion of the Special Agent in Charge. This procedure would permit more than one file to be available for reference by Agents.

RECOMMENDATION: Unfavorable -- The Conference believes it would be impracticable to require the separation of reports on general investigations into two files; there would be the problem of duplicating correspondence when only one copy available.

Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/23/91 BY SSC/lbc

Mr. Tolson _____ DATE 4/2
Mr. E. A. Tamm _____ #132
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____ cc Mr. Glavin
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

INITIALS

NOT RECORDED
57 SEP 7 1943

ORIGINAL COPY FILED IN

51 SEP 14 1993

LAH:MW

August 24, 1943

THE DIRECTOR

In accordance with previously approved plans, the Training and Inspection Division in conference with the Chief Clerk's Office and the Washington Field Division prepared a proposed curriculum for a one-week school to be attended by clerical employees from territorial field offices. This school at Washington would be attended by clerical employees from territorial field offices and subsequent to its conclusion, the clerical employees would be afforded two weeks' annual leave. Any specific employee from a territorial office would not come to Washington for this purpose more than once annually.

The proposed curriculum was routed to the members of the Executive Conference and was reviewed by them prior to the Conference. Those reviewing were Messrs. E. A. Tamm, Coffey, Glavin, Ladd, Nichols, Tracy, Hendon, Quinn Tamm, and Hince. The Conference unanimously approved the curriculum which is attached.

There is attached a memorandum for Mr. Glavin instructing that clerical employees from territorial field offices reporting to the United States for this school will be directed to report to Mr. Clegg's Office for the training, following which they may be granted annual leave for two weeks.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/23/91 BY SP5 C/L/60

#323013

Respectfully,
For the Conference

C. Tolson

Clyde Tolson
Chairman

W. R. Glavin
Secretary

W. R. Glavin
66-2554-
NOT RECORDED
58 OCT 9 1943

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 1-31-94

SCHOOL FOR CLERICAL EMPLOYEES FROM TERRITORIAL
FIELD OFFICES

MONDAY

| | | |
|---------------|---|-------------------------|
| 9:00 - 10:30 | Roll Call and Introductory Remarks | Mr. Clegg or Mr. Hince |
| 10:30 - 12:00 | Combined with New Clerical Employees School | |
| 12:00 - 1:30 | Luncheon | |
| 1:30 - 3:00 | Tour of Bureau (with New Agents' Class) | Tour Leader |
| 3:00 - 4:00 | Clerical Manual | Mr. Hince or Mr. Carlin |

TUESDAY - Washington Field Office

| | | |
|--------------|--|-------------------|
| 9:00 - 12:00 | Explanation of Supervisory Functions and Tour of the Washington Field Office | SAC or Supervisor |
| 12:00 - 1:00 | Luncheon | |
| 1:00 - 2:00 | Explanation of Chief Clerk's Office and Division of Duties | Chief Clerk |
| | Discussion and Practical Application of Following: | Chief Clerk |
| 2:00 - 3:00 | Searching | |
| 3:00 - 4:00 | Assignment Cards and Recording | |
| 4:00 - 5:00 | Serializing | |
| 5:00 - 6:00 | Filing | |

WEDNESDAY - Washington Field Office

| | | |
|---------------|-------------------------------|-------------|
| 9:00 - 10:00 | Distribution of Incoming Mail | SAC & Staff |
| 10:00 - 11:00 | Alien Enemy Registration | |
| 11:00 - 12:00 | Administrative Reports | |
| 12:00 - 1:00 | Luncheon | |
| 1:00 - 2:00 | Administrative Files | |
| 2:00 - 3:00 | Handling of I.O.s and A.O.s | |
| 3:00 - 4:00 | Indexing | |
| 4:00 - 5:00 | Vouchers and Inventory | |
| 5:00 - 6:00 | Open Forum | |

THURSDAY - Room 5517

| | | |
|--------------|-----------|------------------|
| 9:00 - 9:30 | Leave | Mr. C. H. King |
| 9:30 - 12:00 | Inventory | Mr. H. H. Huston |
| 12:00 - 1:00 | Luncheon | |
| 1:00 - 6:00 | Supplies | Mr. H. H. Huston |

FRIDAY - Room 5517

| | | |
|---------------|-------------------------------|------------------|
| 9:00 - 11:00 | Monthly Administrative Report | Mr. T. J. Scott |
| 11:00 - 12:00 | Contracts | Mr. A. P. Gunnar |
| 12:00 - 1:00 | Luncheon | |
| 1:00 - 5:00 | Vouchers and Contracts | Mr. A. P. Gunnar |
| 5:00 - 6:00 | Monthly Automobile Reports | Mr. T. J. Scott |

SATURDAY

| | | |
|--------------|-----------------|------------------------|
| 9:00 - 12:00 | Clerical Manual | Mr. Hince or Mr. Clegg |
| 12:00 - 1:00 | Luncheon | |
| 1:00 - 4:00 | Open Forum | Mr. Clegg or Mr. Hince |

LAH:RG

August 24, 1943

Sugg. No. 93

Employee: Agent Jack O.
Parker

THE DIRECTOR

Members present: Messrs. Ladd, Nichols, Rosen, Tracy,
Hendon, Carson, Mumford, Acers and Hince.

Employee suggests: That all the file numbers of
reference files be placed on the original and duplicate assignment
cards in the field.

RECOMMENDATION: Unfavorable. The Conference pointed out that this
would require additional work, that the field office index is the
proper place to maintain such information and that the desired information
can be obtained by a check of the index. Accordingly, the Conference
recommended unfavorably on the grounds that this was unnecessary
administrative work which would involve the placing of a large number
of file numbers on thousands of assignment cards.

Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

r. Tolson _____
r. E. A. Tamm _____
r. Clegg _____
r. Coffey _____
r. Glavin _____
r. Ladd _____
r. Nichols _____
r. Rosen _____
r. Tracy _____
r. Carson _____
r. Harbo _____
r. Hendon _____
r. McGuire _____
r. Mumford _____
r. Piper _____
r. Quinn Tamm _____
r. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/28/81 BY SP5CJ/62

DATE 4/28/81 BY SP5CJ/62

4823813

cc-Mr. Glavin

166-2554-1
NOT RECORDED
55 SEP 25 1943

INITIALS ON ORIGINAL

57 SEP 30 1943

ORIGINAL COPY FILED IN 66-16263-15

August 24, 1943

LAH:WKB

Sugg. #95

Employee: R. L. Millen

THE DIRECTOR

Members present: Messrs. Coffey, Ladd, Nichols, Rosen, Tracy, Hendon, Carson, Acers, Mumford and Hince.

Employee suggests: That the practical pistol course be expanded so that practice will be afforded in the prone position at 60 yards prior to the actual shooting of the course. He points out that the trainee is unable to see where his shots hit the target at a distance of 60 yards and that additional practice and inspection of the target prior to the firing of the course would serve to correct any faults.

RECOMMENDATION: Unfavorable. The Conference felt that it would be undesirable to adopt the suggestion for two reasons: one, it would require additional ammunition; two, it would slow up the firearms training because it would be necessary to fire five shots, walk 60 yards to inspect the target and replace the target before firing the full practical pistol course.

Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-25571-
NOT RECORDED
57 SEP 11 1943

INITIALS ON ORIGINAL - 3

ORIGINAL COPY FILED IN 1-29-784

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Harbo _____
Hendon _____
McGuire _____
Mumford _____
Piper _____
Quinn Tamm _____
Nease _____
Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/23/91 BY SP5 Z/f/ka

#328013

Mr. Glavin

SEP 14 1943

LAH:BG

August 23, 1943

Sugg. No. 43

Employee: Agent Dixon D.

Moorhead

THE DIRECTOR

Members present: Messrs. Coffey, Glavin, Ladd, Nichols, Tracy, Hendon, Mumford, Acers and Hince.

1. Employee suggests: That the Manual of Rules and Regulations be amended to read: "That portion of the Province of Ontario immediately contiguous with Sault Sainte Marie, Michigan - Grand Rapids Office." This would change the identity of the office to the Grand Rapids office in connection with leads which are being set out for investigative work to be performed along the border.

Agent Moorhead pointed out that the Grand Rapids office had actual contact with that portion of Canada immediately contiguous to Sault Sainte Marie, that it had jurisdiction over contacts with various Canadian and American agencies in Ontario and Sault Sainte Marie, Michigan, that it is 68 miles from the nearest point in the Detroit Division to Sault Sainte Marie and, therefore, it is more logical to have leads for this area set out for the Grand Rapids office.

RECOMMENDATION: The Conference unanimously recommended favorably on grounds that it was more logical to have leads set out for the Grand Rapids office under the circumstances.

Employee advised by letter.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED

57 NOV 8 1943

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/23/91 BY SP5 CJB/bsc

4323513

cc-Mr. Glavin

317

55 NOV 8 1943

cc-Mr. Glavin

ORIGINAL COPY FILED IN 66-1934-2-250

LAH:BG

August 23, 1943

THE DIRECTOR

Members present: Messrs. Coffey, Glavin, Ladd, Nichols, Tracy, Hendon, Mumford, Acers and Hince.

The New York office suggested two form letters for Bureau approval. One would permit the field to request a search of the War Shipping Administration records in Washington and one would permit the cancellation of a stop notice placed against the name of a subject in the records of the War Shipping Administration. These forms were reviewed by the Security and Training Divisions and were approved by the Executives Conference. If approved, they will be revised so as to be suitable for use throughout the service, and the field will be informed.

A letter to the New York office has been prepared.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/23/91 BY SP5CJ/bce
#23013

cc-Mr. Glavin

66-2554-
NOT RECORDED
58 OCT 12 1943

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A. Tamm _____
legg _____
offey _____
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add _____
ichols _____
osen _____
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cers _____
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arbo _____
endon _____
umford _____
tarke _____
uinn Tamm _____
eace _____
andy _____

by 317 250
OCT 12 1943

[Handwritten signature]

66-3482-184

ORIGINAL COPY FILED IN

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THE DIRECTOR

- reproductive compromised

A letter to the New York office has been prepared.

by 317 RSC

[Handwritten signature]

166-2554-1
NOT RECORDED
JUN 14 1943

ORIGINAL FILED IN: 66-1980-7-1762
Destroyed

LAH:MM

August 23, 1943

THE DIRECTOR

The Executive Conference considered a suggestion emanating from the Los Angeles Office that a Bureau form letter be devised to be used by field offices in requesting information from the Immigration and Naturalization Service through the Philadelphia Field Division. In view of the close contact between the field office and the Immigration and Naturalization Service, Mr. Sears of Philadelphia was requested to review the proposed form and submit a recommendation. Mr. Sears recommended favorably and submitted a suggested form letter. This form was reviewed by the Security Division and certain changes and improvements were made.

RECOMMENDATION: The Conference unanimously recommended favorably with respect to the revised form and recommended that it be made available to the field. There are a large number of instances in which such a form will be helpful in providing the necessary identifying data and in saving typing.

If approved, the form will be printed and the field will be advised of its availability.

Those present at the Conference were Messrs. Coffey, Glavin, Ladd, Nichols, Tracy, Hendon, Mumford, Acers, and Hince.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin *g* _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____ cc - Mr. Glavin
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE *4/23/91* BY *SP5T/fbs*
#323813

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

INITIALS ON ORIGINAL

U. S. DEPT. OF JUSTICE
RECEIVED
AUG 31 1943
NOT RECORDED
57 OCT 6 1943
28 PM

ORIGINAL COPY FILED IN

3223

44/1002

55 OCT 10 1943

LAH:BG

August 23, 1943

Suggs. No. 76, 77 & 78

Employee: Agent Louis P.

Myers

THE DIRECTOR

Members present: Messrs. Coffey, Glavin, Ladd, Nichols, Tracy, Hendon, Mumford, Acers and Hince.

1. Employee suggests: That the Bureau, at a fixed period of either three or six months, prepare an index of topics discussed in Bureau Bulletins.

RECOMMENDATION: The Conference recommended unfavorably on the grounds that this would be an additional administrative practice, more paper work and the benefits would not equal the work involved.

2. Employee suggests: That the phrase "Referred Upon Completion to the Office of Origin" be streamlined and abbreviated to "RUC" or "REFERRED" or "R."

RECOMMENDATION: The Conference recommended unfavorably for two reasons: (1) It is a very minor change and the work involved in educating the field and in printing would more than offset any advantage; (2) The full phraseology is necessary so that outside persons reading the report will understand the meaning.

3. Employee suggests: That whenever a field office becomes aware of the Bureau file number in an investigative case, it become the duty of either a clerk or the agent responsible for the case to write the Bureau file number opposite the name of the file on the outside of the file jacket.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECOMMENDATION: Unfavorable. The Conference felt that there was no need for placing the Bureau file number on the jackets of field office files. It was pointed out that the employee had not given any reason for the suggestion and that all that is necessary to ascertain the Bureau file number is to examine the file.

A letter to the employee has been prepared.

Respectfully,
FOR THE CONFERENCE

166-2554-1
NOT RECORDED
57 SEP 2 1943

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/23/94 BY SP5 JML/600

482303
Clyde H. Tolson
Chairman

W. R. Glavin
Secretary

5 SEP 1943
W. R. Glavin

ORIGINAL COPY FILED IN 66-3665-1232

LAH:BG

August 23, 1943

Sugg. No. 71

Employee: Miss Mary T.

O'Connor, Typist, THE DIRECTOR
New York Office

Members present: Messrs. Coffey, Glavin, Ladd, Nichols,
Tracy, Hendon, Mumford, Acers and Hince.

1. Employee suggests that the present practice of
consolidating files in the New York Office be discontinued and
that no consolidation of two closed cases be made unless one of
them has been reopened.

RECOMMENDATION: Unfavorable. The Conference felt there should be a
consolidation of cases whenever the regulations permit and whenever
the necessity for the consolidation is discovered. To do otherwise
requires that two or more files be considered whenever the index is
checked on a name referring to either of the files. There is the
further possibility that one of the files will be missed unless the
consolidation is effected.

Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. H. Glavin
Secretary

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Harbo

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Piper

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/23/91 BY SP5CJ/bca

#323013

cc-Mr. Glavin

166-2554-1

NOT RECORDED
59 SEP 4 1943

INITIALS ON ORIGINAL

58 SEP 9 1943

ORIGINAL FILED IN 66-3665-1235

Executive Conference

LAN:EG

August 23, 1943

Sugg. No. 108

Employee: Miss Jane F.
Snyder, Stenographer,
Knoxville office

THE DIRECTOR

Members present: Messrs. Coffey, Glavin, Ladd, Nichols,
Tracy, Hendon, Mumford, Acers and Hince.

1. Employee suggests: That the Bureau might desire to
include in the training course for newly appointed Special Agents
a concentrated review of English grammar.

RECOMMENDATION: Unfavorable. The Conference felt that Special
Agents upon entering the training school should already have sufficient
training in English grammar.

Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/23/92 BY SP5C/KC

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols eg-Mr. Glavin
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

166-254-1015
NOT RECORDED

57 SEP 7 1943

ORIGINAL COPY FILED IN 1-48-33

LBN:LMN

August 21, 1943

THE DIRECTOR

Re: Suggestion Letter #96
Loretta R. Gray

The Executive Conference, consisting of Messrs. Glavin, Tracy, Quinn Tamm, Acers, Coffey, Rosen and Nichols, considered the suggestion of Miss Loretta R. Gray that specialized training be given in the handling of telephone calls.

The Conference was unanimous in recommending that the handling of telephone calls be made the subject matter of a quarterly conference of clerical employees both at the Seat of Government and in the field. The Conference further was of the opinion that, if it were possible, we should secure copies of the film put out by the telephone company designed to visibly instruct people in the proper handling of the telephone. All members of the Conference except Mr. Quinn Tamm felt that the procedure of answering the telephone by giving the name of the person receiving the call is a good one. Mr. Quinn Tamm is against employees giving their names. The majority of the Conference felt that the matter of giving the name of the person receiving the call depended upon the assignment of the employee and that this should be done whenever possible.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/18/91 BY SP5CJ/bce
#323,013

Clyde Tolson
Chairman

R. Glavin
Secretary

cc: Mr. Glavin

Tolson
A. Tamm
Eggs
Tracy
Glavin
Nichols
Rosen
Acers
Coffey
Quinn Tamm
Glavin
Rosen
Acers
Coffey
Tracy
Eggs
Tolson

61 SEP 9 1943

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WRG:lrd

August 21, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Coffey, Tracy, Acers, Hendon, Hince, Mumford, Ladd and Glavin considered a suggested poster prepared by an employee of the Identification Division to be placed in the various women's rest rooms in the Identification Division.

The Conference, with the exception of Mr. Tracy, was of the opinion that the poster with the poem, the poster being attached hereto, should not be utilized in the suggested manner. The Conference has no objection to some more formal notice being placed in the rest rooms but does not feel that the one attached should be so placed.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/13/91 BY SP5CJL/bee

#323513

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

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August 20, 1943

THE DIRECTOR

The ⁰Executive Conference on August 20, 1943, consisting of Messrs. Ladd, Coffey, Nichols, Acers, Hince and Mumford, considered the suggestion submitted by Special Agent Robert H. Egan, Los Angeles Field Office, concerning the protection of the security of confidential informants. Mr. Egan pointed out that an informant who may be employed in a national defense industry or elsewhere may join a subversive or allegedly subversive group solely for the purpose of being in a position to furnish information as a confidential informant of this Bureau. The basis for his membership or affiliation would, of course, be known only to the Bureau and, as a consequence, during the investigative work of the Bureau, other sources of information might report this individual as a member or affiliate of the subversive group. Unless the Agent receiving this information and preparing the investigative report happened to have personal knowledge of the fact that this individual is a confidential informant, his name would undoubtedly be included in the report, copies of which would go to other Governmental agencies. Thus the confidential informant would be reported as a member of subversive organizations, possibly resulting in his being discharged from the plant because of his membership or otherwise endangering him. Special Agent Egan suggests that to protect against such an occurrence each field office supervisor should have available on his desk an index of confidential informants so that he could check the names appearing in reports against the index before approving the report for transmittal to other offices.

The Conference was unanimously of the opinion that Mr. Egan's suggested remedy would not be practical and that the matter, in the absence of any instances of serious results up to the present time, does not warrant any action.

Mr. Coffey _____

Mr. Glavin _____

Mr. Ladd _____ A letter to Special Agent Egan thanking him for his suggestion has been prepared for your approval if you concur with the opinion of the Conference.

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Harbo _____

Mr. Hendon _____

Mr. McGuire _____

Mr. Mumford _____

Mr. Piper _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

Respectfully,

For the Conference

66-2554-
NOT RECORDED

56 SEP 1 1943

Clyde Tolson

Chairman

INITIALS ON ORIGINAL 8

W. R. Glavin

Secretary

8-10-43
Attachment

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MWA:MMH

August 19, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Ladd, Mumford, Hince, Coffey, Hendon, Tracy, Glavin and Acers, considered a request submitted by Supervisor John S. Gilmore, Agent in Division Five, for approval of his request for additional gas rationing allotment.

For the Director's information, Mr. Gilmore transports four other Bureau employees to work in conjunction with a car pool. Additional driving is necessitated by his returning to work at night and Sunday work.

The Director's signature on the attached form merely certifies that to the best of his knowledge the facts set out in Mr. Gilmore's application concerning the place of employment and number of miles driven to and from his headquarters are accurate.

The Conference recommends approval of Mr. Gilmore's request.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/12/91 BY *SSC/bce*
333,013

Clyde Tolson
Chairman

W. B. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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EPC:EGK

August 18, 1943

THE DIRECTOR

On August 13, 1943, the Conference, consisting of Messrs. Ladd, Rosen, Mumford, Clegg, Hendon, Coffey, Nichols, Acers, Tracy, and Glavin, considered the suggestion of Mrs. Lavon S. Hinckley of the Salt Lake City office to the effect that code book C should be manufactured in such a manner that it will lie flat on the desk when open. She pointed out that this will facilitate the use of the code book.

The Conference agrees that the book would be more conveniently used if it lay flat when open on the desk but was informed that this would either have to be done by utilizing ring binders which would increase the bulk and make the pages less secure or else it would require outside printing which would be entirely unsatisfactory from the security standpoint.

The Conference felt that the inconvenience of using the book in its present form is so slight as to not warrant any manufacturing change.

A letter acknowledging Mrs. Hinckley's suggesting is being directed to her for your signature.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/18/91 BY 3506/62

Clyde Tolson, Chairman

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Attachment
cc - Mr. Glavin

W. R. Glavin, Secretary

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August 17, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tracy, Acers, Coffey, Hendon, Nichols, Hince, Mumford, Ladd and Glavin considered a request made by Special Agent O'Connor of the Chief Clerk's Office to set aside a room for the Choral Club of the Bureau and for the Knitting Club of the Files Section.

If the Choral Club were assigned a room they would want a piano in the space for practice after the regular office hours.

The Conference is unanimously opposed to any such assignment for the Choral Club which would necessitate singing after hours because it would probably disturb other employees who are on other shifts of duty.

The Conference has no objection to a room being used by the Knitting Club after regular office hours. It is felt that such a room could be set aside by the Files Section in the Files Section space after regular office hours have been completed.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 7/18/91 BY SP5C/1652
#823013

W. R. Glavin
Secretary

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August 17, 1943

THE DIRECTOR

Executive

On August 13, 1943, the Conference, consisting of Messrs. Ladd, Rosen, Mumford, Clegg, Hendon, Coffey, Nichols, Acers, Tracy, and Glavin, considered the suggestion of Special Agent M. D. DuBois of the Baltimore office that the Bureau adopt the punching type dial recorder as manufactured by the Gamewell Company in lieu of the tape printing type manufactured by the Roote-Pierson Company and now used by the Bureau. Agent DuBois pointed out that when the telephone dial signal is sometimes faint the present mechanism prints very lightly and is sometimes difficult to read. He pointed out, on the other hand, that the Gamewell unit definitely punches the tape.

The Conference was advised that the Gamewell unit was thoroughly studied by the Bureau's Laboratory a year ago at the time new units were acquired. The Gamewell unit was rejected solely because of the noise which it creates when punching the tape and which would be undesirable on a plant.

The Conference was unanimously of the opinion that no change should be made, and a letter for your signature to Agent DuBois attached.

Respectfully,
For the Conference

Glyde Tolson, Chairman

ALL INFORMATION CONTAINED

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DATE 11/18/91 BY SP5 ECE/16202 LICE

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W. R. Glavin, Secretary

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55 AUG 26 1943

PERSONNEL FILES

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Attachment

cc - Mr. Glavin

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WRG:1rd

August 17, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tracy, Acers, Coffey, Hendon, Nichols, Hince, Mumford, Ladd and Glavin was advised of a detailed memorandum for the Director submitted by Judge Holtzoff concerning the purchase of smocks for the Technical Laboratory personnel.

In summation, Judge Holtzoff pointed out that he did not feel it was safe to proceed with the proposed purchases in the unsatisfactory state of the Comptroller General's rulings on this particular point.

The Conference was, therefore, advised that additional smocks would not be purchased by the Bureau.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/18/91 BY SP5/bsc
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August 13, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tracy, Quinn Tamm, Coffey, Acers, Carson, Hince, Ladd, Mumford, and Rosen, considered a request submitted by Special Agent W. Frank Cleaver, New Agents' Class No. 16 in the Training Division, for approval of his request for additional gas rationing allotment.

For the Director's information, this is the first instance which has come to the Bureau's attention wherein the request for additional gas allotment has been made by one other than the owner of the car. However, this appears in keeping with the rules and regulations of OPA, since there is no certification that the individual owns the automobile in question. It is to be noted that Mr. Cleaver transports four other Agents in Class No. 16 to the Armory in his car.

The Director's signature on the attached form merely certifies that to the best of his knowledge the facts set out in Mr. Cleaver's application concerning the place of employment and the number of miles driven to and from the Bureau are accurate.

To: Tolson

E. A. Tamm

Clegg

Coffey

Glavin

Ladd

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Rosen

Tracy

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Harbo

Hendon

McGuire

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The Conference recommends approval of Mr. Cleaver's request.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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HEREIN IS UNCLASSIFIED
DATE 4/17/91 BY SP2CJ/bic

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WRG:MTS
Suggestion #28
Paul W. Haviland, Special Agent
Baltimore Office

August 12, 1943

THE DIRECTOR

Those Present: Messrs. Tolson, Coffey,
Carson, Hince, Ladd, Acers, Rosen, Tracy, Quinn Tamm,
Mumford, and Glavin.

Suggestion: That the ballots pertaining to the
Agents' Insurance Fund in the future carry the date on
which the change will become effective if it is voted by
the majority. Agent Haviland points out that he believes
this will cover contingencies arising from the time the
request is sent to the field and voted upon and the date
the policy is actually changed.

Recommendation: It was pointed out to the Con-
ference that when certain changes in policy in the admin-
istration of the Agents' insurance fund are forwarded to
the field, a deadline is set as to when the replies should
be in. It is not felt by the Conference that a predeter-
mination should be made of the date on which any new policy
shall be instituted until an opportunity is had to tabulate
the votes and advise the field, at which time the members
are advised as to the effective date of the change. The
Conference feels that this policy should be continued.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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INITIALS ON ORIGINAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/18/91 BY SP-1/KE

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Executive Conference
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WRG:MTS
Suggestion #84
Whitney W. Ballantine, Special Agent
Los Angeles Office

August 12, 1943

THE DIRECTOR

Those Present: Messrs. Tolson, Coffey, Carson,
Hince, Ladd, Acers, Rosen, Tracy, Quinn Tamm, Mumford,
and Glavin.

Suggestion: That the salary checks of employees of the
Bureau be accompanied by a voucher or statement indicating
the deductions made for Withholding Tax, Retirement Fund,
Defense Bonds, and such other deductions that may from time
to time accrue.

Recommendation: The Conference does not feel that this
procedure could be followed, in view of the fact that it would
be necessary to make individual computations of some 14,000
checks, and if the computations were in error there would be
no way of knowing, unless a personal check was made semi-monthly
with the actual payroll data in the possession of the Depart-
ment. The additional expense which would necessarily be in-
curred in securing personnel to prepare such computations every
two weeks is not believed justified. It is further pointed out
that withholding tax schedules have been published countrywide
and have also been furnished by the Bureau to each field divi-
sion.

Respectfully,
For the Conference

O. E. C.

Clyde Tolson
Chairman

W. E. Glavin
Secretary

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August 12, 1943

Those Present: Messrs. Tolson, Coffey,
Carson, Hinge, Ladd, Acers, Rosen, Tracy, Quinn Tamm,
Mumford, and Glavin.

Recommendation: The Conference feels that the regular manila file size envelopes should be continued for this use, since if odd sized envelopes were utilized it would make the files irregular and would probably increase the possibility of loss of certain valuable exhibits. The Conference, therefore, recommends against any change in the present Bureau procedure. A letter to Mr. Saunders is attached.

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F. R. Glavin
Secretary

DATE 4/18/91 BY SP5CJ/bce
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Suggestion #54

August 12, 1943

T. Howard Waldron

Special Agent, Philadelphia Office

THE DIRECTOR

Those Present: Messrs. Tolson, Coffey, Carson, Hince, Ladd, Acers, Rosen, Tracy, Quinn Tamm, Mumford, and Glavin.

Suggestion: That the policy now observed in many field divisions where Resident Agents are required to sign only for gasoline ordered and used by them in Bureau automobiles assigned to them be altered and it be made mandatory that all Resident Agents and Special Agents on road trips sign for each storage charge, car wash, and repair made upon automobiles at the contract garages.

Recommendations: The Conference feels definitely that this procedure should be followed and that when an Agent on the road or a Resident Agent has a car washed or has some particular work performed on a car, he should certify as to the correctness of these charges. This procedure is followed in the majority of field offices at the present time; however, a suggested bulletin to the field concerning this matter is attached hereto, in addition to a letter of thanks to Special Agent Waldron.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
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DATE 4/18/91 BY SP-1/KCE

Clyde Tolson
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Secretary

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WEG:MTS

August 12, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Clegg, Rosen, Mumford, Hince, Coffey, Acers, Tracy, and Glavin, recommended the approval of incorporating on personal status sheets a question calling for the number and birth date of children born to employees of the FBI.

For the information of the Director, this information is needed from time to time for Congressional committees, for the Selective Service Headquarters, and for the War Relocation Authority, concerning our employees. In the past it has been necessary for us to get this information specially and it is felt it should be included on the personal status sheet and that the field should be appropriately advised as to the reason for including this question on the personal status sheet.

For the further information of the Director, personal status report forms will be submitted by the field on September 1, 1943, and by the Seat of Government on January 1, 1944, and a request for this additional information will be made before that time.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/12/91 BY SP5CIB/se
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Clyde Tolson
Chairman

W. R. Glavin
Secretary

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CC-287

JOHN EDGAR HOOVER
DIRECTOR

FEDERAL BUREAU OF INVESTIGATION

UNITED STATES DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

WRC:MTS

August 12, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Coffey, Carson, Hince, Ladd, Acers, Glavin, Mumford, Tracy, Quinn Tamm, and Rosen, considered an accident involving Special Agent Charles T. Brown, Jr., of the San Francisco Office, on April 27, 1943, with damage to the Bureau car of \$235.

For the information of the Director, Agent Brown states he was going downhill in second gear between 20 and 25 miles per hour when he saw a truck approaching from his left, proceeding in a westerly direction, that he immediately applied his brakes, and the truck proceeded into the intersection without its driver seeing the Bureau car approaching, that when he, Brown, applied his brakes, the car began to skid, and seeing that a collision was inevitable unless the driver of the truck saw the Bureau car and halted the truck, he tried to make a right turn into the next street. He could not go behind the truck because of a 12-inch curb forming the inner parkway of the two-lane street. Upon turning into the far righthand side of the intersection, the front and left side of the Bureau car collided with the right rear wheel and rear end of the truck. It was raining very hard at the time of the accident, the streets were slippery, and visibility was poor.

The truck driver stated that he was proceeding at 15 or 20 miles per hour and admitted that he didn't see the Bureau car approaching at any time and did not know that anything was happening until he felt the impact. He stated that visibility was very poor and the windowns on the truck were considerably frosted. He stated he would class the accident as unavoidable.

An effort was made to collect damages from the insurance company having insurance on the truck, and it is for this reason that there has been a delay in submitting these damages for consideration. The insurance company points out that the Agent was proceeding at the rate of 20 to 25 miles an hour at the time he entered a blind intersection, when the speed limit at such intersections is 15 miles per hour. The insurance company also calls attention to the fact that the very extreme right rear of the truck was collided into by the Bureau car, which had gone into a skid immediately prior

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INITIALS ON ORIGINAL - 8

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
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to the accident, and which was observed to be out of control.

SAC Pieper recommends that Agent Brown not be held responsible for the accident, in view of the fact that he exercised reasonable precautions and the Bureau car skidded on the slippery street.

The Conference was of the unanimous opinion that Agent Brown was responsible for the accident and that he should be held responsible for the payment of the damages. It is obvious that he did not have the Bureau car under control, traveling down a steep hill at 20 to 25 miles an hour and entering a blind intersection at a speed of from 5 to 10 miles over the legal speed limit. It appears from photographs submitted in connection with this accident that the Agent should have had sufficient clearance to get by the truck without cutting to the right and being squeezed into the curb. Particular reference is made to the picture labeled 3 of the photographs attached hereto, which shows the width of the street, the angle of the hill. It is felt that since the cars met at the extreme right of the intersection, our Agent should have had no difficulty in passing the truck on the left, rather than trying to turn with the truck to the right.

Should the Director approve the Conference's recommendation Agent Brown will be appropriately notified concerning his liability in this particular case.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc
WRG:MTS
Suggestions #46 and #47
Marjorie Saunders
Stenographer, Dallas Office

August 12, 1943

THE DIRECTOR

Those Present: Messrs. Tolson, Coffey, Carson,
Hince, Ladd, Acers, Rosen, Tracy, Quinn Tamm, Mumford,
and Glavin.

Executive Conference
Suggestion No. 1: That the Bureau utilize female employees to better advantage in the field service than at present. This employee feels that female employees could be utilized to material advantage in personnel work and in administrative work. She feels that the employment of female employees in both these capacities would free many Agents from the encumbrances of such work, making them available for more important investigative work, particularly during the war-time period.

Recommendation: The Conference, after careful consideration of this suggestion, feels that the personnel and administrative work of the various field offices must remain under the jurisdiction of the SAC and be performed by the SAC and his regularly assigned desk assistants. It is not felt that this work should be turned over to female employees at this time.

Suggestion No. 2: That if the checks to employees had attached thereto a stub on which were listed the deductions each month, it would be of material assistance to the employees in determining their income tax computations and would give a very definite and clear picture of what their deductions were and what their salary was.

Recommendation: The Conference points out that it would be necessary for individual computations to be made of approximately 14,000 checks, and if the computations were in error there would be no way for the Bureau to know unless a personal check was made semi-monthly with the actual payroll data in the possession of the Department. It is not felt that this procedure could in any way be followed. The Conference further points out that withholding tax schedules have been published countrywide and they have also been furnished by the Bureau to each of its field divisions. It therefore appears unnecessary that additional expense be incurred in securing personnel to prepare individual computations.

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DATE 11/18/91 BY SP5C/bce
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Memorandum for the Director

- 2 -

for each of the 14,000 employees of the Bureau every two weeks.

Respectfully,
For the Conference.

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 10-10-2001 BY 60322

WRG:MTS

Suggestion #38
W. Harold Skelly
Special Agent, Detroit Office

August 12, 1943

THE DIRECTOR

Those Present: Messrs. Tolson, Coffey,
Carson, Hince, Ladd, Acers, Rosen, Tracy, Quinn Tamm,
Mumford, and Glavin.

Suggestion: That consideration be given by the
Bureau to removing blackout equipment from all Bureau auto-
mobiles except one or two in each office for use in the event
of an emergency. Skelly points out that the equipping of
automobiles with blackout equipment definitely marks our
machines as being FBI machines. He does not feel that it
should be necessary to have all our cars so equipped at this
time, because he feels that the need for the equipment is
somewhat diminished by the progress of the war.

Recommendations: The Conference points out that at
the present time the instructions to the field are that a
sufficient number of cars should be so equipped for emergency
and that the remainder of the cars need not be so equipped,
but that the necessary equipment should be available for in-
stant use if necessary.

It is suggested that the attached communication go
forward to Special Agent Skelly.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/18/91 BY SP-1/ke
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Clyde Tolson
Chairman

W. R. Glavin
Secretary

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SEP 6 1943

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AR:JSF

August 11, 1943

Sugg. No. 102

Employee: J. Reid Green

THE DIRECTOR

Members present: Tolson, Glavin, Tracy, Quinn Tamm, Coffey, Nichols, Mumford, Ladd and Rosen.

Employee suggests: That when a soldier is the subject of an investigation and his Army serial number is known that it be shown in the title immediately following his name.

Recommendation: Unfavorable - The information will be incorporated in the body of the report and there is no need to include it as suggested in the title. Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

[Signature]

Clyde Tolson
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/18/91 BY SP5CJ/bce
#323,293

W. R. Glavin
Secretary

attachment
cc - Mr. Glavin

Tamm
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LAH:MW

August 10, 1943

THE DIRECTOR

The Executive Conference unanimously approved the suggestion of Special Agent James R. Calhoun that there be included in the Bureau's Manual of Rules and Regulations, under the subheading of Undeveloped Leads, a list of the leads directed to the city of Washington, showing which lead should be sent to the Washington Field Office and which lead should be directed to Bureau headquarters. Mr. Calhoun's reason for submitting the suggestion was that whenever leads are set out for investigative work at the Seat of Government, it is necessary for the Agent to search through various sections of the Manual of Instructions dealing with particular violations in order to determine whether the lead should go to the Washington Field Office or the Bureau.

Those present at the Conference were Messrs. Coffey, Rosen, Tracy, Hendon, Acers, Mumford, and Hince.

If approved, the appropriate Manual Section will be prepared by the Training Division. A letter to Mr. Calhoun is attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____ ALL INFORMATION CONTAINED
Mr. Coffey _____ HEREIN IS UNCLASSIFIED
Mr. Glavin _____ DATE 4/12/91 BY SP2CJ/bce
Mr. Ladd _____ #323013
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy cc - Mr. Glavin
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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LAH:MMV

August 10, 1943

THE DIRECTOR

The Executive Conference considered the suggestion of SAC F. R. Hammack that Form FD-108 be amended to provide space for the insertion of information concerning the name, address, and relationship of the person to be notified in case of emergency. FD-108 is the form used to report to the Bureau the arrivals and departures of employees in field offices.

The Conference unanimously approved the adoption of the appropriate phraseology as indicated in the attached form. Amendment to the form will be made when the form is next printed. A reprinting will soon be made.

Those present at the Conference were Messrs. Coffey, Rosen, Tracy, Hendon, Acers, Mumford, and Hince.

A letter to Mr. Hammack has been prepared.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/12/91 BY *SSC/bce*
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NOT RECORDED
55 SEP 3 1943

cc - Mr. Glavin

Tolson _____
A. A. Tamm _____
Ladd _____
Clegg _____
Coffey _____
Glavin _____
Henderson _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Mumford _____
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Tamm _____
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Henderson _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Mumford _____
Hince _____

53 SEP 14 1943

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AR:JSF

Sugg. No. 56

Employee: T. Howard
Waldron

August 10, 1943

THE DIRECTOR

Members present: Tolson, Glavin, Tracy, Quinn
Tamm, Coffey, Nichols, Mumford, Ladd and Rosen.

Employee suggests: That there be set a 21
day maximum period within which auxiliary offices must
handle undeveloped leads.

Recommendation: Unfavorable - It is realized that
a more expeditious handling of leads by auxiliary offices
is the thing to be attained. However, it is undesirable to
at this time set any fixed period within which leads must be
handled. It is the duty of the office of origin to follow
each case consistent with the importance of the investigation.
Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/18/91 BY SP5CJ/bce
#323013

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin
Attachment

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59 AUG 26 1943
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LAH:MM

August 10, 1943

Sugg. No. 11

Employee: Agent James

Roy Calhoun

THE DIRECTOR

Members present: Messrs. Coffey, Rosen, Tracy, Hendon, Acers, Mumford, and Hince.

Employee suggests: That the system of numbering sections in the Bureau's Manuals be changed. He points out that the sections are now numbered 1A, 1B, etc., and that it would be clearer if they were designated as 1-A, 1-B, etc.

RECOMMENDATION: Unfavorable - The Conference was informed that this was the first indication that there was any confusion arising out of the present system of numbering Manual sections. A review by the Training Division failed to find that there was anything wrong with the present numbering system. To change the numbering system would require reprinting the Manuals. Accordingly, the Conference recommended unfavorably at this time, but recommended that Mr. Calhoun be informed that his suggestion would be kept in mind whenever the Manuals are completely reprinted.

Employee advised by letter.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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NOT RECORDED
58 AUG 24 1943
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58 AUG 24 1943
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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
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DATE 4/18/99 BY SP-5 JAL/162
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cc - Mr. Glavin

52 AUG 31 1943

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LAH:MW

August 10, 1943

Sugg. No. 36

Employee: Agent M. A.
Jones

THE DIRECTOR

Members present: Messrs. Coffey, Rosen, Tracy, Hendon,
Acers, Mumford, and Hince.

Employee suggests: That all Special Agents attending
In-Service be interviewed by an Assistant to the Director, an
Assistant Director, or an Inspector. At the present time, these
interviews are conducted in the FBI Annex by the Training Division. At
one time, it was the practice to assign these In-Service men to the Assistant
Directors for interview. Usually it was found that on the last day of the
course, there were a considerable number who had not been interviewed and it
became necessary for emergency interviews to be conducted in order to permit
them to catch their trains.

RECOMMENDATION: Unfavorable - The Conference recognized that it is
highly desirable to have these Agents interviewed by as high an official in the
Bureau as possible. In order to improve the situation, the Conference, with the
exception of Mr. Coffey, recommended that each In-Service Class be informed that
if any desired to have an interview with a Bureau official, they should make
contact with the official directly and inform the Training Division of that fact,
and in this way the Training Division could avoid a duplicate interview and the
In-Service men would be aware of the opportunity to interview Bureau officials.
Under such circumstances, the official conducting the interview would prepare
the necessary informal memorandum for Mr. Clegg to be incorporated in the In-
Service School report upon the Agent. The Conference, except Mr. Coffey, agreed
that Agents not requesting interviews may be interviewed as at present by repre-
sentatives of the Training Division.

Mr. Coffey was definitely of the opinion that the In-Service men should
be interviewed only by Assistant Directors or Assistants to the Director.

If the majority view is approved, the letter prepared for Mr. Jones
should be forwarded.

Respectfully,

For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/19/91 BY SP5CJ/bce

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cc - Mr. Glavin

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NOT RECORDED
55 AUG 26 1943

LAH:MW

Sugg. No. 42

Employee: Agent Nellis

Emanuel Manson

August 10, 1943

THE DIRECTOR

Members present: Messrs. Coffey, Rosen, Tracy, Hendon, Acers, Mumford, and Hince.

Employee suggests: That the complaint forms be kept on a clamp board in each field office at a designated place and that the form should not be removed until the Chief Clerk has filed the appropriate index cards.

RECOMMENDATION: Unfavorable - The Conference recommended unfavorably on the grounds that the physical situation in each office will affect the manner in which the complaint forms will be maintained.

Employee advised by letter.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Glavin

Mr. Tolson_____
Mr. E. A. Tamm_____
Mr. Clegg_____
Mr. Coffey_____
Mr. Glavin_____
Mr. Ladd_____
Mr. Nichols_____
Mr. Rosen_____
Mr. Tracy_____
Mr. Carson_____
Mr. Harbo_____
Mr. Hendon_____
Mr. McGuire_____
Mr. Mumford_____
Mr. Piper_____
Mr. Quinn Tamm_____
Mr. Nease_____
Miss Gandy_____

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JKM:EK

August 10, 1943

THE DIRECTOR

The Executive Conference on August 10, 1943, attended by Messrs. Ladd, Nichols, Coffey, Glavin, Tracy, Hendon, Hince, Acers and Mumford, considered a suggestion submitted by SAC Hanni to eliminate the expense to the Bureau which he feels is unnecessary in connection with the checking out and investigating of persons over 38 years of age who are found by the police to be technically in violation of the Selective Training and Service Act because of their failure to have in their possession the proper cards. He explains that since there appears to be no intention of taking into military service those over that age, the usual procedure outlined in the Bureau's manual for handling of such violations need not be followed, and concludes by stating that he is not doing so, but would like advice as to whether he is wrong in his action.

Mr. Hanni suggests that when a person over 38 is found to be without his cards, he be asked if he has registered, and if he answers affirmatively, the police should merely secure pertinent identifying data concerning the date and place of registration, fingerprint him, and release him; if he admits failure to register, he should be afforded an opportunity to do so and if he complies, he should be released after having been fingerprinted; and that he should be held for the Bureau only if he refuses to register when given an opportunity or if he is known to have counselled others of draft age not to comply.

Mr. Hanni is acting entirely contrary to instructions outstanding to the field in issuing advice such as the above to police agencies in his district. This matter has been fully covered in memoranda between the Bureau and the Attorney General, and the instructions which have been issued to the field are based on specific advice received from him. The Bureau therefore has no alternative in the matter.

If you concur with the Conference, there is attached hereto a letter for your signature instructing Mr. Hanni to immediately rescind his instructions to local police agencies, to comply with the outstanding Bureau instructions, and hereafter to undertake no such action contrary to Bureau policy without Bureau approval.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE

4/18/91 BY SP5/BJC

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LAH:MW

August 10, 1943

Sugg. No. 39

Employee: William E.
Condon

THE DIRECTOR

Members present: Messrs. Coffey, Rosen, Tracy, Hendon,
Acers, Mumford, and Hince.

Employee suggests: That the formal program for FBI
National Police Academy Graduation Exercises contain a brief history
of the NPA.

RECOMMENDATION: The Conference was unanimously of the opinion that
this should not be done, inasmuch as formal commencement programs ordinarily
do not contain such matters and that the program should be maintained in its
present formal style.

Employee advised by letter.

Respectfully,
For the Conference

E. T.
Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
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ORIGINAL COPY FILED IN 1-4-5643

SEP 4

LAH:MW
Sugg. No. 40
Employee: Agent William
Clark Fuller

August 10, 1943

THE DIRECTOR

Members present: Messrs. Coffey, Rosen, Tracy, Hendon,
Acers, Mumford, and Hince.

Employee suggests: That when memoranda are submitted,
rather than investigative reports, under Bureau Manual of Rules
and Regulations, Section 11A, the description of the subject
should be contained in the memorandum covering the investigation.

RECOMMENDATION: Unfavorable - The Conference unanimously
agreed that there should be no formal requirement that description be
contained in memoranda inasmuch as in some instances, a case will be closed
by memorandum when a full and complete description is not available. It
was agreed, however, that the description should be included in the memo-
randum if available, but that no investigation should be conducted to
obtain a description in such cases.

Employee advised by letter.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/18/81 BY sps/cf/c
#B23,073

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin

166-2557-
NOT RECORDED
57 AUG 23 1943

ORIGINAL COPY FILED IN 66-1734-6195

JKM:EK

August 9, 1943

THE DIRECTOR

The Executive Conference on August 9, 1943, attended by Messrs. Ladd, Rosen, Coffey, Tracy, Hince, Acers and Mumford, considered the accomplishments realized through the setting up of the five resident agencies with listed telephones and clerical employees at Augusta, Maine; Brunswick, Georgia; Dover, Delaware; Mobile, Alabama, and Newport, Rhode Island, during the trial period of May and June, 1943 for complete coverage purposes in coastal areas to combat the inefficient information centers proposed by ONI.

In view of the favorable comments of each of the Special Agents in Charge involved except Mr. Ruggles, the Conference unanimously concurred with Mr. Ladd's recommendations that the present setup be retained for at least sixty additional days and that Mr. Ruggles be instructed to make increased efforts toward full compliance with the Bureau's prior instructions concerning the educational program among the public. There appears to be no doubt but that the Bureau's over-all educational program, which included the establishment of these five resident agencies with the attendant local publicity for each, has been a major factor in forestalling the establishment of information centers by ONI and in effecting the decrease in the personnel of ONI which is presently understood to be underway.

You will recall that the resident agency at Mobile, Alabama has been made a "sub-office" since the above referred to plan went into effect, and no action needs to be taken in connection with this project in so far as it is concerned.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

If you concur with the opinion of the Conference, there are attached hereto types to Boston, Baltimore and Providence instructing that they again submit statistics and recommendations after an additional sixty day period, and a letter to the Savannah Office containing the same instructions and additionally advising Mr. Ruggles that he should make more vigorous efforts to educate the public in the Brunswick area as to the Bureau's jurisdiction and the availability of the office there.

Respectfully,
For the Conference

Clyde Tolson
Chairman

NOT RECORDED
58 SEP 22 1943

W. R. Glavin
Secretary

66-2351-234

ORIGINAL COPY FILED IN

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/13/97 BY SP-2/lee
#333,013

317 252
Attachments

LAH:JD

August 9, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Glavin, Tracy, Quinn Tamm, Nichols, Acers, Clegg, Ladd, Mumford, Rosen and Hince, considered the suggestion of Mr. Bugas that the Bureau place the name "Federal Bureau of Investigation, Resident Agency" in the directories of post offices as well as on the doors of resident agency offices located in the post offices. He also suggested that the Bureau consider the possibility of establishing a set hour each day when an Agent would be available to handle people coming into the office.

To support the suggestion, Mr. Bugas points out that a great many instructions have been issued to the public to report promptly to the FBI suspected acts of subversive activity. He feels that because of our failure to place the resident office in directories, the reporting of information places a possible burden on postal employees who are asked where the Field Office is located.

RECOMMENDATION: The Executive Conference recommended unfavorably on the grounds that to adopt the suggestion would mean the establishing of a couple of hundred additional Field Offices and that with the identification of the office there would be an increasingly large number of persons coming to the office instead of reporting matters to the Field Office headquarters city. At the present time any member of the public desiring to contact the Federal Bureau of Investigation in any city in which a resident agency is located Mr. Tolson ~~merely~~ to ask a telephone operator for the telephone number of the resident agency. The public is advised to contact the Bureau headquarters office, but Mr. Coffey the resident agency telephone number will be furnished. The Conference felt that this was adequate. If approved, a letter to Mr. Bugas has been prepared.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/18/91 BY SP2CJ/bce
#323013

cc - Mr. Glavin

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LAH:JD

August 9, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Glavin, Tracy, Quinn Tamm, Nichols, Acers, Clegg, Ladd, Mumford, Rosen and Hince, considered the suggestion of Special Agent W. Harold Skelly that at the end of the war all Selective Service records be obtained by the Bureau for assistance in conducting investigations.

RECOMMENDATION: The Conference recommended unfavorably, feeling this would be a tremendous project of limited value and that the work involved would not justify the results obtained. These records would be principally of value in fugitive investigations. If approved, Mr. Skelly has been informed.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/28/92 BY SP5/BJE

#323013

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg - Mr. Glavin _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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ORIGINAL COPY FILED IN 66-3665-1222

LAH:JD

August 7, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Glavin, Tracy, Quinn Tamm, Nichols, Acers, Clegg, Ladd, Mumford, Rosen and Hince, considered the suggestion of Special Agent in Charge Guy Hottel that the regulations with respect to restrictions placed upon the Washington Field Office be modified. Mr. Hottel pointed out that at the present time before representatives of the Washington Field Office contact officials of the State Department, any employee of the Justice Department, any individual in the publication field, any individual connected with embassies and legations, or high-ranking officials of ONI and G-2, it is necessary that the Special Agent in Charge contact Mr. J. E. Mumford of the Bureau to obtain approval in advance.

Mr. Hottel's suggestions were reviewed by the Conference as follows:

1. Mr. Hottel points out that all contacts of the State Department are handled by Special Agent Louis Loebl and two other Agents. He recommends that this arrangement be continued but that the Special Agent in Charge be authorized to approve interviews with routine employees and lesser officials of the State Department in those cases where their names are given as references in applicant cases and in routine investigations not involving policy.

RECOMMENDATION: The Executive Conference recommended favorably, it feeling that the protection afforded by approval of the Special Agent in Charge, when the resulting investigations are handled by three selected employees, is satisfactory.

2. Mr. Hottel recommended that the Special Agent in Charge be authorized to approve interviews with employees of the Department of Justice except high-ranking officials, when the interviews are necessary in connection with applicant investigations, regular criminal investigations, and in matters not involving policy or administration.

RECOMMENDATION: The Executive Conference recommended favorably with the provision that Mr. Hottel be notified that such interviews must be limited to a group of three Special Agents to whom he gives special instructions.

3. Mr. Hottel recommended that Special Agents in Charge be authorized to approve interviews with individuals in the publishing world in routine investigations.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/18/91 BY SP5CJ/bee

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NOT RECORDED
AUG 27 1943

ORIGINAL FILED IN 66-3190-190

RECOMMENDATION: The Executive Conference recommended unfavorably, feeling that in Washington there are associated correspondents who have papers throughout the country where the public view is focused and that such interviews with individuals in the publishing world should be approved by the Bureau.

4. Mr. Hottel recommended that the Special Agent in Charge be authorized to approve contacts with Lieutenant Colonel John S. Arnold, District Intelligence Officer of the Military District of Washington and Captain Lucius C. Dunn, District Intelligence Officer of the Potomac River Naval Command. Mr. Hottel pointed out that at the present time investigative matters are handled by the Washington Field Office and matters of policy are referred to the Bureau for handling with the proper officials of G-2 and ONI. Mr. Hottel pointed out that all contacts with ONI headquarters are made either with Lieutenant Commander Rhea Whitley or Lieutenant Commander Floyd A. Truscott and that contacts are limited to two or three experienced employees of the office.

Mr. Hottel recommended that in connection with contacts with high-ranking officials of ONI or the Navy Department itself, the policy has been established that when an interview is desired with such high-ranking officials of ONI or the Navy Department, either Whitley or Truscott is contacted and requested to arrange an appointment. Mr. Hottel recommends that this system be approved.

RECOMMENDATION: The Executive Conference recommended that the present Field policy be continued, which provides that contact by the Special Agent in Charge may be made on investigative matters with the local District Intelligence Offices of the Military Intelligence Service and District Intelligence Offices of the Office of Naval Intelligence. However, contacts with ONI headquarters at Washington should be approved by the Bureau. The Executive Conference disapproved Mr. Hottel's suggestion that contacts be made by representatives of his office with high-ranking officials of ONI and the Navy Department by requesting contacts directly with Rhea Whitley or Floyd Truscott. In other words, before any interview may be conducted with the headquarters of ONI by personnel of the Washington Field Office, contact and interview should be approved by the Bureau.

Mr. Tolson_____

Mr. E. A. Tamm_____ Mr. Hottel pointed out that contacts with G-2 headquarters are restricted to three experienced Agents of his office. He points out that there are no restrictions on interviews with Army officials or high-ranking officers in G-2; however, in the Field if contact is desired with any high-ranking G-2 officials, the Bureau is contacted for approval.

Mr. Nichols_____

Mr. Rosen_____ The Executive Conference recommended that the present regulations be maintained and that before any interview or contact with G-2 headquarters by the Washington Field Office, clearance should be had with the Bureau.

Mr. Carson_____

Mr. Harbo_____

Mr. Hendon_____

Mr. McGuire_____

Mr. Mumford_____

Mr. Piper_____

Mr. Quinn Tamm_____

Mr. Nease_____

Miss Gandy_____

If the above is approved, Mr. Hottel will be advised.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

AR:JSF

August 7, 1943

Sugg. No. 30 & 31

Employee: Robert M. Dora

THE DIRECTOR

Members present: Tolson, Glavin, Tracy, Quinn Tamm, Coffey, Nichols, Mumford, Ladd and Rosen.

(1) Employee suggests That the initial report contain the subject's residence and business address in the first paragraph or as close to the first paragraph as possible; that subsequent reports reflect any change in the same manner.

Recommendation: Unfavorable - The information suggested is contained in the report. If the procedure suggested is followed, it would be cumbersome and unjustified.

(2) Employee suggests That the reliability of persons interviewed be incorporated in the lead which is set out even though the person interviewed is not considered a confidential informant or a temporary confidential informant. Employee believes that the opinion of the Agent would assist in the investigation.

Recommendation: Unfavorable - It is not believed desirable to incorporate an Agent's opinion in a report. The station of life of the individual and the information he furnishes should be the determining factor. Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/17/91 BY SP5CJ/bce
#32,3013

Clyde Tolson
Chairman

E. R. Glavin
Secretary

cc - Mr. Glavin
attachment

olson
A. Tamm
legg
offey
lavin
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m. Tamm
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59 AUG 28 1943

ORIGINAL FILED IN 66-2554-121

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August 6, 1943

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Tracy, Ladd, Rosen, Mumford and Quinn Tamm being present, considered a suggestion prepared by John R. Robynk, Fingerprint Analyst in the Identification Division.

Mr. Robynk suggests that the latent fingerprint in the Matnap Case be compared with the finger impressions on all applications and records concerning merchant seamen at the United States Coast Guard, Merchant Marine Personnel Records and Welfare Section, Washington, D. C.

The Conference is unanimously of the opinion that while this is a worth-while project it is not the time to make such a check nor does the Bureau have the personnel at the present time, it being pointed out that it would take two fingerprint men a period of months to make such a comparison.

If you approve, there is attached hereto a letter to Mr. Robynk advising him that this project will be considered at a later date.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Enclosure

Respectfully,
For the Conference

Glyde Tolson, Chairman

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| 66-2554-2 |
| W. R. Glavin, Secretary |
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| INITIAL |

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August 6, 1943

THE DIRECTOR

The Executive Conference, Messrs. Tolson, Glavin, Tracy, Ladd, Rosen, Mumford and Quinn Tamm being present, considered a request of the United States Coast Guard that the Bureau place flash notices in the fingerprint files so that the Coast Guard may be advised concerning the reemployment of persons who have previously been excluded from the water front.

The Conference is unanimously of the opinion that this work should be done for the Coast Guard in a manner similar to the method being followed in advising the War Department of exclusions of this type.

If you approve, it will be placed in effect in the Identification Division. It is noted that the work necessary to handle this project is very slight.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/18/91 BY SP-6/BCE
#323,073

15-2554-
NOT RECORDED
58 AUG 21 1943

ORIGINAL COPY FILED IN 67 29163-183

SEP 4 1943

LAH: EEM: MW

August 5, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Glavin, Tracy, Q. Tamm, Acers, Mumford, Rosen, Clegg, Coffey, and Hince, considered the suggestion of Mr. Rogers that letters addressed to employees reporting the grades made by them in bookkeeping and the elementary accounting courses be sent as at present on a printed form but that in the future no abstracts or file copies be required.

The Conference unanimously agreed pointing out that the record of the grades is available on the cards in the Training Division and the abstract is not referred to. If approved, the practice will be changed as indicated.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/18/91 BY 3507/lee

#323893

NOT RECORDED

50 SEP 11 1943

INITIALS ON OR

ORIGINAL FILED IN 66-3665-1239

LAH:MW

August 5, 1943

THE DIRECTOR

⁰
The Executive Conference considered the inquiry received from Mr. Steiner of the Governmental Division of the War Production Board with respect to furnishing firearms to auxiliary police. Mr. Steiner stated that the War Production Board does not desire to authorize release of firearms to auxiliary police, but has instructed police departments that if the police department purchases the guns they may, of course, be issued to auxiliary police temporarily in case of emergency.

The Conference was unanimously of the opinion that the War Production Board is taking the right attitude and that they might be so told informally. Those present were Messrs. Tolson, Glavin, Rosen, Tracy, Coffey, Mumford, Acers, Clegg, and Hince.

If approved, Mr. Steiner will be told informally that the Bureau is in agreement with the stand which his office has taken.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/18/91 BY SP5CJ/bce

#323073

cc - Mr. Glavin

166-2554
NOT RECORDED
56 SEP 3 1943
INITIALS ON ORIGINAL 8

ORIGINAL COPY FILED IN 66-3760-3520

SEP 11 1943

LAH:HW

August 5, 1943

THE DIRECTOR

The Executive Conference considered the suggestion of SAC Fletcher that the provision requiring the destruction of employees' administrative files after one year be amended to permit the retention of the property receipts.

The Conference agreed that property receipts should be maintained or that new receipts should be obtained at the time of the annual inventory. This is a common sense rule and was unanimously approved by the Conference, those present being Messrs. Tolson, Glavin, Rosen, Tracy, Coffey, Mumford, Acers, Clegg, and Hince.

If approved, the appropriate manual change will be made.

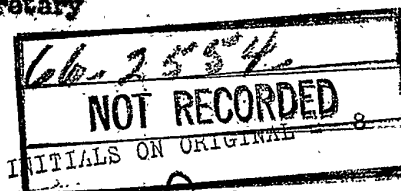
Respectfully,
For the Conference

Clyde Tolson
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/18/91 BY SP5 JLB/ce
#323,013

W. R. Glavin
Secretary

cc - Mr. Glavin



ORIGINAL COPY FILED IN 66-2554-1

Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Harbo
Mohr
Tele. Rm.
Mr. Holloman
Miss Gandy

312 658

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AR:JSF

August 5, 1943

Sugg. No. 29

Employee: SAC Kenneth
Logan

THE DIRECTOR

Members present: Tolson, Glavin, Tracy, Quinn
Tamm, Coffey, Nichols, Mumford, Ladd, and Rosen.

Employee suggests: That the Bureau consider incorporating in its letters to the Field a descriptive caption of the subject matter of the letter. This will enable the chief clerk to readily identify communications received from the Bureau and also facilitate the handling and routing of the communication in each of the field offices receiving such material.

Recommendation: Favorable. The suggestion which SAC Logan has made is in effect at the present time. Instructions have been issued that where possible all letters emanating from the Bureau be properly captioned in order to allow the recipient of the letter to readily recognize the subject matter of the communication.

Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Coffey

Mr. Hendon

Mr. Kramer

Mr. McGuire

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/18/91 BY [signature]
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Clyde Tolson
Chairman

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| NOT RECORDED |
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W. R. Glavin
Secretary

cc - Mr. Glavin

attachment

2 AUG 26 1943
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ORIGINAL COPY FILED IN 66-2554-1223

LAH:MW

August 5, 1943

THE DIRECTOR

The Executive Conference considered the suggestion of SAC Wyly that the Practical Pistol Course be amended so that all shots would be fired at seventy yards, sixty yards, and twenty-five yards, in groups rather than individually. Mr. Wyly's reasons were that more supervision and instruction would be possible, the danger hazard reduced, and the training speeded up. He commented that if thirty men are to receive training on the Practical Pistol Course, it is only possible for two men to shoot at one time the course available to him, and the other twenty-eight have to wait.

This suggestion has been considered by SAC Sloan and Mr. T. F. Baughman, both of whom disapproved the suggestion on the grounds that the amount of training would be reduced and the Agents would not receive as versatile an experience. It was also pointed out by these experts that if thirty men are available for firearms training and two Practical Pistol Course lanes only are available, two men should be shooting, two men should be observing, two men should be scoring the targets as they are finished, and the remainder should be engaged in firing on another portion of the range, using different weapons. Mr. Baughman and Mr. Sloan agree that if the firearms training is properly organized, there should not be any considerable number of men idle, and that if the Practical Pistol Course is properly laid out, there should be no hazard. It is further noted that there have been no accidents in the firing of the Practical Pistol Course using the present course, and in view of the fact that the present system is more desirable from the training standpoint, the hazard question is not involved.

The Conference, those present being Messrs. Tolson, Glavin, Rosen, Tracy, Coffey, Mumford, Acers, Clegg, and Hince, unanimously agreed with the opinion of Mr. Baughman and Mr. Sloan.

If approved, the attached letter will be sent to Mr. Wyly.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/18/91 BY SP5 CIP/BC
#323,013

AUG 2 Mr. Glavin

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offey
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ORIGINAL COPY FILED IN 66-2554-1277

NOT RECORDED

WFA:MMH

August 5, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tracy, Quinn Tamm, Coffey, Carson, Hince, Ladd, Mumford, Rosen and Acers, considered a request submitted by Supervisor John K. Mumford, Jr., assigned to Division Five, for approval of his request for additional gas rationing allotment.

For the Director's information, public transportation facilities are not readily available at all times for Mr. Mumford's irregular hours.

The Director's signature on the attached form merely certifies that to the best of his knowledge the facts set out in Mr. Mumford's application concerning the place of employment and number of miles driven to and from his headquarters are accurate.

The Conference recommends approval of Mr. Mumford's request.

Respectfully,
For the Conference

Clyde Tolson
Chairman

H. R. Glavin
Secretary

r. Tolson _____
r. E. A. Tamm _____
r. Clegg _____
r. Coffey _____
r. Glavin _____
r. Ladd cc: Mr. Glavin
r. Nichols _____
r. Rosen _____
r. Tracy _____
r. Acers _____
r. Carson _____
r. Harbo _____
r. Hendon _____
r. Mumford _____
r. Starke _____
r. Quinn Tamm _____
r. Nease _____
ss. Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/18/91 BY SP5C/bce

#323,813

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| NOT RECORDED |

ORIGINAL COPY FILED IN 66-1997-1717

AR:JSF

Sugg. No. 85

Employee: Whitney W.
Ballantine

August 4, 1943

THE DIRECTOR

Members present: Tolson, Glavin, Tracy, Quinn
Tamm, Coffey, Nichols, Mumford, Ladd, and Rosen.

Employee suggests: That an auxiliary office conducting an investigation which requires that a teletype or telegraphic reply be sent to the office of origin containing the entire results of the investigation, be permitted with the approval of the special agent in charge to refer the matter upon completion in the teletype; this procedure to be followed if the auxiliary office is required to send a teletype lead to another office requesting identical information. Any auxiliary office covering the relayed lead may then advise the office of origin that the previous office had referred the matter upon completion.

Recommendation: Unfavorable - Auxiliary offices are permitted to refer upon completion cases to the office of origin. However, under the suggested procedure the relayed office would have to report to the office of origin by teletype referring upon completion the report in the form suggested. No matter how many offices were involved, the procedure would be cumbersome and would not make available to the office of origin the results of the investigation conducted in the auxiliary offices.

Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/18/91 BY SP5 CJB/ce
#363013

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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| 66-2554-✓ |
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| INITIALS ON ORIGINAL - 8 |

ORIGINAL COPY FILED IN 62-14749-1217

cc - Mr. Glavin

AUG 1 1943

HHC:FB

August 4, 1943

THE DIRECTOR

The Executives Conference, Messrs. Tolson, Rosen, Mumford, Hince, Glavin, Tracy, Acers, Coffey and Clegg being present, considered prospective speakers for the next graduation exercises for the FBI National Police Academy. Mr. Byrnes has declined; Governor Warren's secretary has indicated considerable doubt that he can be present on October 23rd, as his schedule is heavily crowded.

The following additional recommendations are made in the order named for prospective speakers to be invited:

Mr. Eric A. Johnston, President of the U. S. Chamber of Commerce
Mr. Charles Wilson, Vice Chairman of WPB
Senator Alexander Wiley of Wisconsin
Congressman Clarence Cannon of Missouri, Chairman of the House Appropriations Committee
Congressman Sam Rayburn of Texas, Speaker of the House
Congressman Joseph W. Martin of Massachusetts
Senator Walter F. George of Georgia
Senator Harold Burton of Ohio

Mr. Tolson_____
Mr. E. A. Tamm_____
Mr. Clegg_____
Mr. Coffey_____
Mr. Glavin_____
Mr. Ladd_____
Mr. Nichols_____
Mr. Rosen_____
Mr. Tracy_____
Mr. Carson_____
Mr. Harbo_____
Mr. Hendon_____
Mr. McGuire_____
Mr. Mumford_____
Mr. Piper_____
Mr. Quinn Tamm_____
Mr. Nease_____
Miss Gandy_____

Respectfully,
FOR THE CONFERENCE

INITIALS OF
Clyde Tolson
Chairman

W. R. Glavin
Secretary

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|--------------|
| 66-20000-1 ✓ |
| NOT RECORDED |

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/18/91 BY SP5 CJB/EE

#323013

cc Mr. Glavin

51 AUG 21 1943

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August 3, 1943

MEMORANDUM FOR THE DIRECTOR

The ⁹Executive Conference consisting of Messrs. Tolson, Rosen, ~~Mumford~~, Tracy, Carson, Coffey, Hince, Acers, Ladd and Glavin considered the desirability of purchasing any additional Two-Way Frequency Modulated Radios for Bureau owned automobiles.

For the Director's information, at the present time we have at least 2 automobiles in each field office, with the exception of the territorial offices, equipped with these Two-Way Radios. The Conference was advised that an effort is being made to purchase additional automobiles at this time and for that reason consideration was being given as to whether additional Two-Way Radios should be purchased.

The Conference was of the very definite opinion that additional radios of this type need not be purchased at this time since the present field coverage appears to be adequate.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/18/94 BY SP5 Cij/bce
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W. R. ~~NOT~~ RECORDED
Chairman

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| W. R. NOT RECORDED |
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If you concur with the opinion of the Conference, no action will be taken in the matter. A letter of acknowledgment has been prepared to Agent Ryhn.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-1 ✓
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ALL INFORMATION CONTAINED
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DATE 4/18/91 BY SP5/ML/111
#3236131

Gandy ~~AUG~~ 17 1943

JKM:BK

August 3, 1943

THE DIRECTOR

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The Executive Conference on August 3, 1943, attended by Messrs. Tolson, Coffey, Glavin, Ladd, Nichols, Rosen, Tracy, Quinn Tamm and Mumford, considered the suggestion submitted by Special Agent E. T. Cannon, Supervisor in Division 5, that the Bureau attempt to effect arrangements whereby the Immigration and Naturalization Service will check through the Bureau's files the name of every alien before he is granted citizenship. Mr. Cannon pointed out that such a check is made in the case of any alien who applies for an extension of a visa, but that only when INS has reason to believe there is subversive information does it check the name of a citizenship applicant. He points out that the visa extension can be cancelled or over-come with little effort if the holder is subsequently found dangerous, whereas the cancellation of citizenship which grants innumerable rights can be revoked only through judicial procedure under regular rules of evidence.

The Conference was unanimously of the opinion that the applicants for citizenship should be thoroughly checked before their petitions are granted. Mr. Tracy pointed out that INS requests a search based on the fingerprints in all instances. However, since the volume of such cases presently runs close to 1,000 a day, it was not felt that the Bureau should initiate the consideration of the proposed plan at the present time since it would obligate the Bureau to search such a great number of names through its files at a time when we are already so heavily burdened. Under the present plan, the responsibility rests with INS to request the information we have and we honor those requests. If the proposed plan were adopted, the Bureau, pursuant to its own suggestion, would be obligated to search all the names on an expedite basis.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

It is interesting to note that when the present arrangements were worked out with INS whereby their local representatives may check a name with our field offices, the advantage of having such names checked through our main indices in Washington was called to their attention, but they expressed reluctance to change the present procedure because it was feared that the volume then estimated at 100,000 per year with a backlog of 150,000 would overburden the INS headquarters staff.

If you concur with the opinion of the Conference, no further action

ALL INFORMATION CONTAINED

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DATE 4/12/91 BY SP5 CJB/bee

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ORIGINAL COPY FILED IN 62-23376-1

57 AUG 26 1943

Memorandum for the Director

- 2 -

will be taken in the matter at the present time. A letter of acknowledgment has been prepared to Agent Cannon.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

U. S. DEPT. OF JUSTICE
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JKM:BK

August 3, 1943

THE DIRECTOR

The Executive Conference on August 3, 1943, attended by Messrs. Tolson, Coffey, Glavin, Ladd, Nichols, Rosen, Tracy, Quinn Tamm and Mumford, considered a suggestion submitted by Special Agent Joseph P. Claridge, Houston, Texas, that the Bureau institute a uniform system to be used in indicating in the individual investigative files in the field offices which information has been incorporated into reports or upon which complete action has been taken. The Agent points out that he feels this would be advisable because of the practice now followed of placing material in file in memorandum form pending completion of the case or other occurrence before the submission of the report. He states that this practice often results in several non-report serials, such as memoranda, letters and teletypes, being in the file with no way to tell whether they have been incorporated into a report or acted upon unless the Agent makes a complete review of the file.

The Conference was unanimously of the opinion that the action recommended is unnecessary. By long established policy, serials should not be initialed for approval to be placed in file until any action called for by them has been taken. Furthermore, a pencil notation is required on any serial showing that it has been incorporated into any other communication or that any other communication has been prepared explaining, qualifying or otherwise affecting it. If these instructions are complied with, there appears to be no necessity for a "guide sheet" or rubber stamp. It is also pertinent to note that the Agent recommends adoption of his suggestion primarily for use in connection with Selective Service cases, whereas such investigations seldom build up more than a 20 serial file at the very most and therefore present no real problem of review.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

A reply has been prepared to Agent Claridge, and if you concur with the opinion of the Conference, no further action will be taken in the matter.

Respectfully,
For the Conference

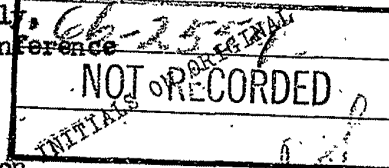
Glyde Tolson
Chairman

W. R. Glavin
Secretary

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HEREIN IS UNCLASSIFIED
DATE 4/18/94 BY SP5 J/K

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52 AUG 26 1943



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JKM:RK

August 3, 1943

THE DIRECTOR

The Executive Conference on August 3, 1943, attended by Messrs. Tolson, Coffey, Glavin, Ladd, Nichols, Rosen, Tracy, Quinn Tamm and Mumford, considered a suggestion submitted by Special Agent James W. Bookout of the Chicago Field Office that whenever a form letter is sent to an addressee in a location outside the field office district of the office handling the matter, a copy of the letter be sent to the office covering the addressee. He explains that occasionally instead of replying in writing to the office making the inquiry, the addressee or some person who has learned of the inquiry from him merely communicates with the nearest office which ordinarily has no record of the case and will therefore at times be at a loss to know where it should send the information.

The Conference was unanimously opposed to the adoption of such a requirement because of the tremendous volume of such form letters sent out and the minute percentage of such instances in which the above circumstances would occur. It was felt that ordinarily the office receiving such a call would be able to determine from the caller the identity of the office interested, and that those few occasions when this was not true could be handled by referring the information to the Bureau so that the latter could refer it to the proper office.

A letter of acknowledgment has been prepared to Agent Bookout, and if you concur with the Conference, no further action will be taken.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/18/91 BY SP-5 JLB/ace
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August 3, 1943

HEREIN IS UNCLASSIFIED

DATE BY THE DIRECTOR

The Executive Conference on August 3, 1943, attended by Messrs. Tolson, Coffey, Glavin, Ladd, Nichols, Rosen, Tracy, Quinn Tamm and Mumford, considered two suggestions submitted by Special Agent Douglas O. Smith of the Little Rock Field Office:

(1) His first suggestion was that should the War Department request the Bureau to furnish suggestions concerning the safekeeping of war prisoners, it be recommended that any prisoner who has attempted an escape and been recaptured and returned to confinement be isolated from fellow prisoners. He expressed the feeling that this would be desirable since the individual who attempted to escape would have profited by his errors and thereby become able to better counsel with his associates to plan successful escapes, and furthermore he may have acquired information that would be of value to his fellow prisoners in committing sabotage or other depredation should they successfully flee.

The Conference was unanimously of the opinion that no action should be taken on the basis of this because of the international agreements which cover the handling of prisoners of war and since it is primarily a matter involving the security of detention of such persons.

(2) Mr. Smith suggests that the Bureau change its policy and authorize the submission, along with investigative reports, of the sheet containing undeveloped leads to the U.S. Attorney so that he may be fully advised of the status of the case and the work still to be done for his guidance in determining when and whether prosecution should be instituted.

Mr. Tolson The Conference was unanimously of the opinion that its present policy should not be changed since the U.S. Attorney can easily determine from the contents of the reports that the case is still pending and that work is to be done, and it is preferable that they not be in a position to institute prosecution without consulting a representative of the Bureau as they might do if the reports were merely submitted to them and the leads disclosed that all handling was completed except the securing of an opinion as to prosecution.

Mr. Carson A letter of acknowledgment has been prepared to Agent [redacted] with the opinions of the Conference, no further action will be taken based on these suggestions.

Mr. Mumford ALL INFORMATION CONTAINED
Mr. Piper HEREIN IS UNCLASSIFIED
Mr. Quinn Tamm DATE 4/18/91 BY [redacted]
Mr. Nease #323813
Miss Gandy

Respectfully,
For the Conference
Clyde Tolson, Chairman

W. R. Glavin, Secretary

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ORIGINAL COPY FILED IN 66-2277-49

66-2554-
NOT RECORDED

57 AUG 23 1943

LAH:BG

August 2, 1943

THE DIRECTOR

The Executives Conference, those present being Messrs. Tolson, Glavin, Acers, Coffey, Quinn Tamm, Tracy, Mumford, Rosen, Ladd, Nichols and Hince, considered and approved the attached bulletin calling attention of all agents to the Bureau's policy which prohibits employees from interfering with the functions of the United States Attorney who has the responsibility for making decisions as to prosecution.

Respectfully,
FOR THE CONFERENCE

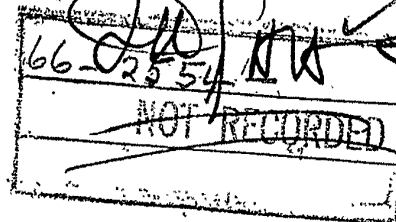
Clyde Tolson
Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/17/91 BY SP5CJ/ace
#323013

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E.A. Tamm _____
Mr. Clegg _____ cc-Mr. Glavin
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____ Attachment
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____ by
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



ORIGINAL FILED IN 66-1973-152

51 AUG 21 1943

MWA:MMH

August 11, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Ladd, Hince, Nichols, Hendon, Coffey, Tracy, Mumford, and Acers, considered a request submitted by William M. McKeown, Jr., clerk in the Supply Section of Division Three, for approval of his request for additional gas rationing allotment.

For the Director's information, Mr. McKeown transports four other Bureau employees to work in his personally-owned car.

The Director's signature on the attached form merely certifies that to the best of his knowledge the facts set out in Mr. McKeown's application concerning the place of employment and number of miles driven to and from his headquarters are accurate.

The Conference recommends approval of Mr. McKeown's request.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Clegg _____
Mr. Glavin _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/17/01 BY SP5CJ/bee
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166-2555
NOT RECORDED
56 AUG 21 1943
INITIALS ON ORIGINAL

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AR/bw

August 11, 1943

THE DIRECTOR

Eys
The Conference, attended by Messrs. Tracy, Acers, Coffey, Hendon, Hince, Mumford, and Rosen, considered the present Explosives Act and recommended that the policy be changed so that all Explosives Act violations will be immediately handled by the Bureau. At the present time the Bureau field offices refer violations of the Explosives Act to the nearest office of the Department of the Interior's Bureau of Mines. Recognizing the necessity for immediately inquiring into thefts of explosives, the attached proposed bulletin instructs that an immediate investigation be conducted into the alleged violation in order to determine whether there is a possibility of sabotage or another violation coming within the Bureau's jurisdiction.

There is also attached a proposed manual revision in accordance with the recommended change in policy. The bulletin should be brought to the attention of the field immediately in view of the Director's comments in connection with a recent investigation in the Phoenix Field Division to the effect that there should be a check made of all dynamite thefts and specific recommendations made to the mining companies as to the protective measures they should take.

Also attached hereto is a proposed memorandum to the Attorney General advising of the desirability of this change in policy.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/17/91 BY SP5CJ/bca
#323,13

Clyde Tolson
Chairman

Attachments

cc - Mr. Glavin

W. R. Glavin
Secretary

66-6200-41-38
NOT RECORDED
58 AUG 28 1943

INITIALS OF ORIGINAL

Tolson
A. Tamm
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ORIGINAL COPY FILED IN 66-6200-41-38

SEP 1 1943

September 20, 1943

RCHE:DF

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Glavin, Quinn Tamm, Acers, Carson, Hendon, Ladd, Mumford, Rosen, Hince, Coffey and Nichols considered the difficulties encountered by the Records Section in locating the originals of Executive Conference memoranda.

It was pointed out to the Conference by Mr. Nichols that due to the fact that a great number of Executive Conference memoranda are directed from the Director's Office to numerous Bureau officials, a problem is created as to the location of these memoranda when necessary since there is no record in the Files Section as to the persons to whom they have been routed.

RECORDED

66-2554-2060

It is accordingly necessary upon frequent occasions to have special searchers look for these memoranda with attendant delay. It was therefore the unanimous recommendation of the Conference that the following procedure be adopted in the future:

After the Director has approved an Executive Conference memorandum, it should be immediately forwarded to the Records Section, by special messenger, at which point the abstracts will be detached and a copy of the Director's notation placed on the yellow. The abstracts will then be placed on record and the yellow placed in the file immediately. Thus, in a matter of a few hours after the Director approves a deliberation of the Executive Conference, there will be a record in the file for reference.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 11/23/91 BY SP5W/BCE

44-323813

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Glavin

29 SEP 27 1943

WRG:ueg

September 23, 1943

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 12/3/94 BY SP5CJ/ke
#323,13

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tamm, Quinn Tamm, Acers, Coffey, Rendon, Hince, Mumford, and Glavin considered the Bureau's present promotion plan it being felt that perhaps our present procedure was such that employees might become discouraged because they are not receiving promotions at more frequent intervals.

The promotion plan studied covered that of Special Agents only because the clerical system, it is felt, is entirely satisfactory at this time since whenever possible and when training can be given promotions from Grade 2 to Grade 3, which is the first promotion of clerical employees at the Seat of Government, do not take too long a period of time. It is, of course, understood that many clerical employees have worked in the Bureau for a long period of time in Grade 2 and are continued in that grade because in some instances they do not possess typing or stenographic ability or other specialized ability which will permit their being reallocated to higher positions in the service. Fingerprint employees at the present time are promoted within a period of approximately 3 months as are typists in the Identification Division. The Files Section has a promotion program which is satisfactory, promotions being granted within the 6 month period to those who qualify. The other divisions of the Bureau have promotion systems which the conference feels are satisfactory.

With reference to a reallocation of Special Agents, for the Director's information, the following is the present procedure:

- (1) An Agent is promoted from Grade CAF 9, \$3200 per annum to Grade CAF 10, \$3500 per annum after he has been in the field service for a period of one year. This does not take into consideration the period of time he spent in training school.
- (2) After the expiration of another year in the field service he is promoted from Grade CAF 10, \$3500 per annum to Grade CAF 11, \$3800 per annum.
- (3) At the expiration of an additional year and one half he is eligible for a promotion from Grade CAF 11, \$3800 per annum to Grade CAF 12, \$4600 per annum.

RECORDED

66-2554-2061

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Mr. E. A. Tamm pointed out that the Bureau's policy, with the exception of the first reallocation from Grade CAF 9, \$3200 per annum to Grade CAF 10, \$3500 per annum, was sound and he recommended no change. He recommended, however, that the following procedure be adopted by the Bureau for reallocation of its Special Agents in the future.

- If this policy is adopted by the Bureau a man will be eligible for a promotion to Grade CAF 12, \$4600 per annum in about the same period of time as he would be eligible at the present time since our 3 1/2 year policy at this time does not count the Training School and there will be times due to the 16 week schools we have now that a man will be in 3 years and 10 months instead of 3 years and 8 months as suggested by Mr. Tamm before he will be given consideration to a promotion to Grade CAF 12, \$4600 per annum.

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MEMORANDUM FOR THE DIRECTOR

- 2 -

Should the Director approve the conference's recommendation, it will be immediately placed into effect.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

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JKM:EK #3 23013

July 30, 1943

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/23/91 BY SP2/KCE

pg 1. only - pg 2 m. ss. n. g.

THE DIRECTOR

The Executive Conference on July 30, 1943, attended by Messrs. Tolson, Tracy, Quinn Tamm, Nichols, Coffey, Carson, Hince, Rosen, Ladd and Mumford, considered the two problems outlined below which have arisen in connection with the Foreign Travel Control project at Miami Florida.

1. Maintenance of separate index of persons actually arrived at Miami.

Upon inspection it was learned that a separate index has been maintained of those persons who have actually arrived in the United States at Miami, Florida. This set of cards now numbers about 25,000 and, of course, the great majority are contractors, engineers, Government officials, et cetera, on whom no derogatory information was in the possession of the Bureau or was developed at the time of arrival. On each of those concerning whom derogatory information was on hand or was developed, an index card was also made and has been placed in the main indices of the office. The justification presented by the Miami Office for the separate file is that the great majority of those indexed, the ones on whom no unfavorable information exists, will never again be of interest to the Bureau and therefore the inclusion of their names would merely clutter up the main indices. At the present time incoming mail is not checked against this separate index.

It was the unanimous opinion of the Conference that this file should not be maintained separately, but should be consolidated with the main indices. No other office has followed such a practice and it is not believed it is

Mr. Tolson disapproved at Miami.

Mr. E. A. Tamm

Mr. Clegg 2. Placing of hold orders pursuant to ONI stop cards.

Mr. Coffey

Mr. Glavin ONI at Miami maintains a flash index in which the cards merely indicate

Mr. that they should check with Washington headquarters before allowing the person

Mr. Nichols thereon to enter the country. When a passenger arrives on whom there is

Mr. such a card, ONI advises the FBI representative and they make a joint request

Mr. that the passenger be prevented from entering the country until the pertinent

Mr. information has been secured from ONI headquarters in Washington. Participation

Mr. of the FBI in making this request is necessary because the Immigration and

Mr. Hendon Naturalization Service declines to honor requests except when received

Mr. McGuire from the FBI. It is further pertinent to note that such a situation

Mr. Mumford

Mr. Piper

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

INDEXED

NOT RECORDED

82 AUG 24 1943

50 AUG 27 1943

100-14085-1306

ORIGINAL FILED IN

JKM:EK

September 3, 1943

THE DIRECTOR

The Executive Conference with Messrs. Ladd, Tracy, Nichols, Rosen, Carson, Quinn Tamm, Acers, Hince, Hendon and Mumford in attendance, considered the suggestion of Special Agent John W. Siler, Jr., San Francisco, that in order to expedite the closing of Selective Service cases involving Conscientious Objectors, instructions be issued that auxiliary offices advise the office of origin by teletype of the submission of a RUC report so that the office of origin can thereupon immediately submit a closing report without the necessity of awaiting actual receipt of the RUC report.

It was the unanimous opinion of the Conference that such a practice would not be worthwhile. At the most it would save only the few days mailing time between auxiliary offices and the office of origin in effecting the closing of such a case, whereas on the other hand, it would increase the number of teletypes being sent, would preclude the office of origin's having the full facts necessary to carry out its responsibility for investigations originating within its district, and would undoubtedly result in unnecessary correspondence between the Bureau and the field in reopening cases after the full facts from the auxiliary offices had been correlated. It was not felt that the gain of one, two or three days in the submission of the closing report would justify these added expenses and other considerations.

If you concur with the opinion of the Conference, there is attached hereto for your approval a letter to Special Agent Siler.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/27/91 BY SP52/160

#323013

Attachment

166-2554-1000
NOT RECORDED
58 SEP 14 1943
INITIALS _____

66-2435-123
ORIGINAL COPY FILED IN

52 SEP 15 1943

September 20, 1943

RCH:DW

THE DIRECTOR

The suggestion has been made that in addition to the 10-year, 20-year and 30-year service awards there be a 15-year service award. This would be distinguished from the 10-year award in that a synthetic ruby would be set in the medal.

Those in favor of the suggestion felt that there should be a shorter lapse of time between the 10-year and 20-year awards. Those opposed felt that it was unnecessary to start making these awards at ten years and then make additional awards at the conclusion of each five years of service. Also a person would only wear this proposed award for a period of five years until he would be entitled to the 20-year award. If the Director approves a 15-year award, it will be necessary to obtain an additional die from the jeweler and put in a new order to cover those presently having between fifteen and twenty years of service for whom 10-year awards have already been ordered.

The Executive Conference considered the matter and those in favor of the 15-year award were Messrs. Tracy, Quinn Tamm, Hince, Clegg, McGuire and Rosen. Those opposed were Messrs. Tolson, Glavin, Acers, Carson, Mumford and Hendon.

Respectfully,
For the Conference

Oyes

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/23/94 BY SP-6/KC
#323013

CC - Mr. Glavin

250
30 OCT 7 1943

166-2534-1
NOTED
58 OCT 9 1943

ORIGINAL COPY FILED IN 66-16262-15

Time

September 28, 1943

THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Acers, Carson, Hendon, Ladd, Mumford, Rosen and Quinn Tamm being present, considered the attached letter from the Cleveland Field Division. They request permission to have two softball games between the Detroit Office and the Cleveland Office, to be played on October 3rd and October 10th.

The Conference does not feel that this is desirable. It is pointed out that the two offices are separated by a distance of one hundred eighty-five miles. Such a game would require the absence from the Field Divisions of approximately twenty-five employees.

If you approve, there is attached hereto a teletype to the SAC of the Cleveland Field Division so advising him.

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Enclosure

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 1/23/94 BY SP5C/BK

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58 OCT 1 1943

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 66-15459-141

September 24, 1943

LAH:amr

THE DIRECTOR

The Executive Conference considered a suggestion of Mr. Patterson that the Bureau modify a recent regulation which adopted a new type of error form letter to be used at the seat of government, and calling the attention of the Field to various errors in the submission of reports. This form letter, made available to Bureau supervisors by memorandum of August 10, 1943, contains spaces to be checked to indicate various types of errors. One of these errors is listed as "Number 9, Not approved by SAC" (original returned for approval and forwarding.)

The adoption of this form letter requires that the original report be returned to the SAC for signature. Until August 10, 1943, a different form letter had been used which would be directed to the Field whenever a report was received unsigned. This form letter advised the SAC that the report had been received unsigned and required the SAC to check his files and in the event he did not approve the report to advise the Bureau. The report itself was not returned to the Field.

Mr. Patterson points out that the previous system in which the report was not returned to the Field saved mail handling in the Field and saved additional filing work here.

RECOMMENDATION: The Executive Conference unanimously agreed that Mr. Patterson's observation was correct and the Conference recommended that when the present error form letter is reprinted, it should be modified so as not to include the notation with respect to unsigned reports which is identified as Number 9 on the form letter. Accordingly, it will be appropriate for the previous form letter identified as cc-285a to be used as in the past. If approved, a memorandum for Mr. Glavin will be sent requesting him to modify the error form letter when next printed. A memorandum for Bureau supervisors has also been prepared.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/23/94 BY SSA/bce
#323013

Respectfully,
FOR THE CONFERENCE

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W. E. Glavin
Chairman
PERSONNEL FILES

W. E. Glavin
Secretary

166-2554-
NOT RECORDED
55 OCT 22 1943
INITIALS ON

SEP 27 1943
66-3482-193
ORIGINAL COPY FILED IN
RECEIVED READING ROOM
U. S. DEPT. OF JUSTICE

[Handwritten signature]

58 NOV 1

cc: Mr. Glavin

R
SJT:fra

September 23, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Coffey, Glavin, Rosen, Nichols, Hendon, Acers, Ladd, Mumford, Hince, Carson, E. A. Tamm, and Quinn Tamm, considered the request of Major J. F. Schoen of the Finance Department, Accounts Division, War Department.

Major Schoen stated in a letter that he desired to request that the cafeteria facilities in the National Guard Armory Building be extended to twenty-one employees of his office. The employees who presented the letter at the Identification Division advised that in view of the fact that the cafeteria facilities of Building X had been extended to the employees of the FBI prior to the time the FBI had its own cafeteria they would appreciate the return courtesy.

The Executive Conference was of the opinion that the facilities of the cafeteria should not be made available to outsiders for security reasons.

If approved there is attached a letter to Major Schoen.

Respectfully,
For The Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/23/91 BY SP5CJ/bcc
#323213

cc - Mr. Glavin

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E. A. Tamm _____
Clegg _____
Coffey _____
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166-2554-✓
NOT RECORDED
59 SEP 29 1943

ORIGINALS OF ORIGINAL - 3

ORIGINAL FILED IN 66-15458-268

NYA/mrb

September 21, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Glavin, Tracy, Quinn Tamm, E. A. Tamm, Carson, Hendon, Ladd, Mumford, Rosen, and Acers, considered and unanimously approved the recommendation of SAC Stein that the Juneau Office be closed from midnight to 8:00 A.M.

For the Director's information, Stein pointed out that Attu has been taken by United States forces and that the Japanese recently evacuated Kiska, leaving no Alaskan territory in the hands of the enemy. He also pointed out that Juneau has no telephonic connection with any other place in Alaska and that the only means of communication with Agents in the field outside of Juneau and from people outside of Juneau, is telegraphic communication which is handled through the United States Army Signal Corps. It is pointed out that necessary arrangements can be effected whereby local telephone calls may be directed to SAC Stein or to the Assistant SAC. Similar arrangements can be made for the handling of telegrams.

Since March 29, 1943, there have only been two callers after midnight in the Juneau Office. Both were intoxicated.

SAC Stein pointed out that in the event the office closed from midnight to 8:00 A.M., two male clerical employees may be released and that these two male employees indicated willingness to accept an SIS assignment. The services of these employees are needed on SIS.

If the Director approves, SAC Stein will be advised and the two male clerical employees will be transferred to an SIS assignment.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/23/91 BY SP5A/BCE

60 OCT 5 1943

Respectfully,

For the Conference

NOT RECORDED

57 OCT 5 1943

Glyde Tolson
Chairman

W. R. Glavin
Secretary

ORIGINAL COPY FILED IN 66-3648-921

INITIALS ON ORIGINAL

Date of removal 10-26-43

Report

Letter

Enclosure ☒

submitted by Mr. Tolson Chairman

dated Sept 4, 43 has been removed for Mr. W. R. Marvin Sec

to be sent to Glennwood

Subject Executive Conf.

Synopsis Policy of Bureau directors

This is to be removed from file upon the return of the item and forwarded to the Coordinator of Mail and Files.

Date

10-26-43

Removed by

Elmer F. Bennett

File Number 66-2554

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/23/91 BY SP5/BA

LBN:RC

September 20, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Rosen, Mumford, Ladd, Hendon, Carson, Acers, Quinn Tamm, Glavin, E. A. Tamm, Hince, Coffey, and Nichols, reconsidered the Executive Conference memorandum of September 4, 1943, setting forth a policy which would govern placing the names of deceased Special Agents on the memorial plaque in the Director's office.

The Conference, on further deliberation in considering the placing of the name of the late Special Agent Richard B. Brown on the plaque, unanimously recommended that this not be done since Agent Brown's death was caused by his own creation and not while in hot pursuit of a criminal.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/23/91 BY SP5/bce
#323013

CC- Mr. Glavin

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NOT RECORDED
58 SEP 28 1943

61 OCT 2 1943

JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

July 28, 1943

MWA:MMH

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Glavin, Carson, Tracy, Hince, Ladd, Mumford, Rosen, and Acers, considered and unanimously approved the placing of Richard B. Brown's name on the plaque in the Director's Office. The Director will recall that this is the Agent who was recently killed in the automobile accident in the Dallas Field Division.

If the Director approves, arrangements will be made to have the name added to the plaque.

Respectfully,
For the Conference

Clyde Tolson
Chairman

cc: Mr. Glavin

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/23/91 BY SP12/LBC

#323813

Exec Conf memo 9/4 JHM

See memo 9/20/43

66-2554-✓

Mr. Tolson ✓
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols ✓
Mr. Rosen
Mr. Tracy
Mr. Acers
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Starke
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

FOR DEFENSE



BUY
UNITED
STATES
SAVINGS
BONDS
AND STAMPS

LIST OF SPECIAL AGENTS OF THE FEDERAL BUREAU OF
INVESTIGATION KILLED IN LINE OF OFFICIAL DUTY

| | | |
|-----------------------|-------------------|---|
| Edwin C. Shanahan | October 11, 1925 | |
| Paul E. Reynolds | August 9, 1929 | |
| Albert L. Ingle | November 24, 1931 | |
| *Raymond C. Caffrey | June 17, 1933 | Regina Caffrey |
| *Rupert V. Surratt | October 8, 1933 | Gladys Gage Surratt |
| *W. Carter Baum | April 22, 1934 | Mary E. Baum |
| *Herman E. Hollis | November 27, 1934 | Genevieve Hollis |
| *Samuel P. Cowley | November 28, 1934 | LaVon C. Cowley |
| Nelson B. Klein | August 16, 1935 | Catherine I. Klein - Private Law 499 74th Congress, 2nd Sess. |
| *Wimberly W. Baker | April 17, 1937 | (single) |
| Truett E. Rowe | June 1, 1937 | Livvie V. Rowe - Private Law 434 75th Congress - 3d Session |
| William R. Ramsey | May 3, 1938 | Mabel Foote Ramsey - Private Law 15 77th Congress |
| Hubert J. Treacy, Jr. | March 13, 1942 | Eileen Collins Treacy - Private Law 445 77th Congress |
| P. E. Foxworth | January 15, 1943 | Sarah Ann Elizabeth Holliday Foxworth H. R. 1712 pending 78th Congress |
| Harold D. Haberfeld | January 15, 1943 | Ethel Allene Brown Haberfeld H. R. 1712 pending 78th Congress |

Smith
Lee

*Private Law 251, 74th Congress, 49 Stat. 2156, approved August 21, 1935.

September 20, 1943

THE DIRECTOR

① Excellent

Coffey pointed out that the monthly detail of statistics is not always significant and not always a good guide because the thirty-day period is not great enough to take care of seasonal fluctuations. He further pointed out that the report now involves about twenty-five pages of typewritten material and that changing it to a quarterly report would save considerable typing and work.

The Conference was of the unanimous opinion that the formal report should be changed to a quarterly one.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/23/91

DATE 4/23/91 BY SP-8
#323013

Clyde Tolson, Chairman

H. R. Glavin, Secretary

NOT RECORDED
55 SEP 1964

55 SEP 29 1964

INITIALS ON ORIGINAL

CC - Mr. Martin

60 SEP 30 1943

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CC-287

JOHN EDGAR HOOVER
DIRECTOR

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

WHP:3mn

July 24, 1943

MEMORANDUM FOR THE DIRECTOR

Re: Internment Camps for Alien Enemies
Change in National Defense Manual
ALIEN ENEMY CONTROL

The Department has advised that an agreement has been reached with the War Department whereby the jurisdiction over interned civilian alien enemies, as distinguished from prisoners of war, has been transferred to the Immigration and Naturalization Service. All civilian internees are being physically transferred to Immigration and Naturalization Camps at the present time.

In view of these changes, the terminology of the National Defense Manual, where pertinent, has been revised. The proposed revisions are attached for approval.

Respectfully,

D. M. Ladd

Attachment

*Approved by [Signature]
Conf. [Signature]*

7/29/43 JKM

INDEXED

1002

166-2534-2063
AUG 26 1943

1 ENCL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/23/91 BY SP2C/16CA
#323813

5 AUG 30 1943

ORIGINAL COPY FILED IN 62-63892-185-

SECTION 17N. FINAL DISPOSITION

- (1) The Department will notify the United States Attorney of the decision of the Attorney General, and it will be the responsibility of the United States Attorney to enforce such decisions in accordance with instructions he has received from the Department. If the alien enemy is ordered interned he will remain in the custody of the Immigration and Naturalization Service, inasmuch as that Service has jurisdiction over the internment of civilian alien enemies. All civilian internees held by the War Department are being physically transferred to Immigration and Naturalization Service camps.

SECTION 17P. ALIEN ENEMIES WHO ESCAPE SUBSEQUENT TO THEIR APPREHENSION OR INTERNMENT.

(1) Alien Enemies

- (a) delete
- (b) Investigations of escaped alien enemies and interned German alien seamen who are held in the custody of the Immigration and Naturalization Service will be conducted by the Bureau. Each Field Division in which there is located an Immigration and Naturalization Service detention facility or internment camp should arrange to be notified immediately of any such escapes. In those cases where the Bureau has not been immediately notified of the escape or the Immigration and Naturalization Service has taken up the immediate pursuit of the escapee the Immigration and Naturalization Service will be primarily responsible for locating the fugitive. Immediately upon the apprehension of these individuals they should be turned over to the Immigration and Naturalization Service. If the Immigration and Naturalization Service does not have a detention facility in the locality, the escaped alien should be held in custody in accordance with instructions contained in Section 17I.

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DATE 4/23/91 BY SP5CJ/bca
#323013

ENCLOSURE

66-2554-2063

WFA:MMH

October 2, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Glavin, Quinn Tamm, E. A. Tamm, Coffey, Hendon, Hince, Mumford, Rosen and Acers, considered the policy relating to letters of commendation over the Director's signature to employees who voluntarily perform small amounts of overtime on Sunday.

For the Director's information, a large number of employees have on several occasions, both at the Armory and in the Justice Building, come in on Sunday when they knew there was a large volume of work in order to reduce the delinquency in their particular section.

On the recommendation of the Assistant Director, a letter has been written on each occasion to each employee who came in on Sunday regardless of the length of time worked. It appears now, however, that some employees desire to come down on Sunday and work so that they, too, may receive a letter of commendation from the Director.

The Executive Conference felt that in routine cases it would be sufficient to place a memorandum regarding this work in the personnel file of the employee and no necessity existed for commendation over the Director's signature.

However, it was recommended that in unusual cases involving extraordinary circumstances, such as, extremely long hours or work involving personal sacrifice over and above the ordinary call of duty, that letters should be written; the discretion of such matters being left to the Administrative Division.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/23/91 BY SP-5 C/16cc

#323,013

cc: Mr. Glavin

Respectfully,
For the Conference

RECORDED

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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Glavin
Ladd
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Rosen
Tracy
Acers
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Hendon
Mumford
Stark
Quinn Tamm
Nease
Gandy

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JKM:EK

August 9, 1943

THE DIRECTOR

The Executive Conference on August 9, 1943, attended by Messrs. Ladd, Rosen, Coffey, Tracy, Hince, Acers and Mumford, considered the suggestion submitted by Dr. Van. H. Labberton, Special Translator employed in the Los Angeles Field Office, for the use of our Japanese translators who have actually lived in Japan with Japanese people in connection with investigations at the relocation centers. Dr. Labberton suggested that personal visits to the camps might enable the translators to develop reliable contacts more easily than could persons "uninitiated." He expressed the thought that the difficulties being experienced by the directors of these centers are largely due to a lack of proper understanding of the Japanese and their way of thinking. He suggests that these visits to the camps be of a "friendly character" rather than open interrogation and questioning of the internees.

The Conference was unanimously of the opinion that Dr. Labberton's suggestion that translator employees who have lived in Japan and with the Japanese might be more successful in acquiring cooperation from Japanese than persons with no knowledge or only a book knowledge of their language, is true beyond question. However, the Bureau's interest within its own jurisdictional field would not appear to require any such undertaking as he suggests at the present time, and there would certainly be no justification for our sending such employees to these centers because of administrative difficulties.

If you concur with the Conference, no action will be taken pursuant to Dr. Labberton's suggestion. A letter of acknowledgment has been prepared addressed to him.

Respectfully,
For the Conference

Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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DATE 11/23/91 BY SP5C/100

#323813

EX-58
Clyde Tolson
Chairman

66-2554-2065

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NOT RECORDED

63

AUG 13 1943

INITIALS ON ORIGINAL - 8

W. R. Glavin
Secretary

7 AUG 31 1943

ORIGINAL COPY FILED IN 62-30-302

September 30, 1943

LAH:amr

THE DIRECTOR

SAC, E. E. Conroy, of the New York Office, suggests the following:

1. The New York Office is holding manual review sessions on the contents of the Bureau's manual. The training program also contemplates moot court work. A number of Special Agents have signified a desire to attend a language course, probably Spanish, and it is planned to hold such a school in October, after regular working hours, using a New York Office employee as instructor. Mr. Conroy points out that he is continuing the training for clerical employees.

2. Mr. Conroy suggests tours of the New York Office for the wives of Special Agents and for the parents of clerical employees.

RECOMMENDATION: Favorable.

3. Mr. Conroy suggests that the approved Bureau instructors assigned to the New York Office do research work on the history and development of firearms.

RECOMMENDATION: Unfavorable. The Conference believed that this is not a desirable type of activity, and that it is unimportant and not in keeping with our present activities.

If approved, letter to the New York Office will be sent as attached.

r. Tolson

r. E. A. Tamm

r. Clegg Ladd, Rosen, Tracy, Hendon, Garson, Quinn Tamm, Acers, Mumford and Hince.

r. Glavin

r. Ladd

r. Nichols

r. Rosen

r. Tracy

r. Carson

r. Coffey

r. Hendon

r. Kramer

r. McGuire

r. Quinn Tamm

r. Nease

iss Gandy

Those present at the Conference were Messrs. Tolson, Coffey, Glavin, Ladd, Rosen, Tracy, Hendon, Garson, Quinn Tamm, Acers, Mumford and Hince.

Respectfully,
FOR THE CONFERENCE

RECORDED

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/23/94 BY SP2A/bca
#323013

cc - Glavin
Attachment

LAH:amr

September 30, 1943

THE DIRECTOR

SAC, A. P. Kitchin, of the Miami Field Office, suggests a definite Bureau regulation requiring that any office furnishing a copy of a Bureau report to an approved outside agency be responsible for removing pages of the report which contain undeveloped leads and the names of confidential informants.

RECOMMENDATION: The Conference unanimously agreed with the suggestion, although it was felt that this was rather obvious and that it is inherently the duty of any office furnishing a copy of a Bureau report directly to an outside agency to make sure that only proper information is permitted to be released. Nevertheless, the Conference believed that since the question has been raised, it would be better to include a specific regulation in the manual. This will be done if approved.

Those present at the Conference were Messrs. Tolson, Coffey, Glavin, Ladd, Rosen, Tracy, Hendon, Carson, Quinn Tamm, Acers, Mumford and Hince.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/23/91 BY SP5Z/bce

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Clyde Tolson
Chairman

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② 14 5.30

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SECRETARY
ENCLOSURE 1

cc - Mr. Glavin

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Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

MWA:MMH

August 25, 1943

MEMORANDUM FOR THE DIRECTOR

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Coffey
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Acers
- Mr. Carson
- Mr. Harbo
- Mr. Hendon
- Mr. Mumford
- Mr. Starke
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Beahm
- Miss Gandy

The Executive Conference, consisting of Messrs. Ladd, Mumford, Hince, Coffey, Hendon, Nichols, Tracy, Glavin and Acers, considered a request submitted by Mrs. Ellen G. Kendrick, a Reader in the Reading Room of the Identification Division, for approval of her request for additional gas rationing allotment.

For the Director's information, Mrs. Kendrick transports four other employees to work in conjunction with a car pool.

The Director's signature on the attached form merely certifies that to the best of his knowledge the facts set out in Mrs. Kendrick's application concerning the place of employment and number of miles driven to and from his headquarters are accurate.

The Conference recommends approval of Mrs. Kendrick's request.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/23/81 BY SP-6
+323013

cc: Mr. Glavin

Attachment

RECORDED

66-2554-2068

SEP 1 1943

RECEIVED-LOGSON

SEP 5 1943

RECEIVED-LOGSON

SEP 15 1943

Form detailed & sent
to Mrs. Kendrick.

8-27-43

MWA



61 SEP 9 1943

ALPHABETICAL

UNRECORDED

WFO:val

October 4, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Tracy, Quinn Tamm, E. A. Tamm, Adams, Carson, Hendon, Ladd, Mumford, Rosen and Glavin considered a response from John Q. Cannon, Administrative Assistant to the Attorney General, to the Bureau's communication to him regarding the final disposition of property found in the space occupied by the Bureau, both at the Seat of Government and the Armory Annex.

For the information of the Director, under present Guard Force regulations, an individual finding any lost property turns it in to the Captain of the Guard's Office. Effort is presumably made by the Captain of the Guard to locate the owner of the property. If after 30 days the owner of the property is not found, the property is then returned to the finder.

Mr. Tracy pointed out to the Conference that the char force in the Armory was turning personal property into the Guard's Office that was found on the desks and tables which really had not been lost. He felt it was not a desirable procedure to follow and requested that some action be taken to eliminate this unsatisfactory practice. When this matter came to the attention of the Conference, a memorandum was forwarded to Mr. Cannon, Administrative Assistant to the Attorney General, requesting that the guard regulations be changed so as to make it possible to hold personal property found in Bureau space for an unlimited period of time.

RECORDED & INDEXED

66-2554-2069

The Conference was advised that under date of September 16, 1943, Mr. R. O. Jennings, Acting Buildings Manager, advised the Assistant to the Attorney General that in connection with the practice of holding property only thirty days, this policy is based upon their experience in the past when they, the Guard Office, held property indefinitely and accumulated large quantities of material which was never called for. The experience of the Guard forces indicated that the property left over thirty days was rarely claimed and no appropriate means of finally disposing the property was had. Mr. Jennings further pointed out that if the Department of Justice desires, he, Jennings, believes a procedure

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Glavin
Tracy

1 OCT 8 1943

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#323,013

can be worked out that property found in the buildings occupied by the Department of Justice activities would be turned over to an authorized agent of the Department of Justice for his custody after a definite period of time.

The Conference is of the unanimous opinion that the Bureau should request Mr. Cannon to make arrangements so that at the end of the stated period of time, which is thirty days, any Bureau property found in Bureau space be turned over to the Chief Clerk's Office in the Bureau in the Department of Justice Building and to Mr. Tracy's Office in the Annex. The property to be held, pending its being claimed by the owner. The Conference feels that after a period of months holding the property, if it is not called for, it could be appropriately disposed to a worthy charity.

Subject to the Director's approval, there is attached a memorandum to Mr. Cannon concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

*I am not certain
about this. It does
seem to me if something
disappears and it isn't reported
& claimed before expiration
of 30 days there should
be no need to hold onto it
longer. What reason is
there for it?*

Clyde Tolson, Chairman

F. B. Glavin, Secretary

H.

LAN:BG

August 23, 1943

THE DIRECTOR

The Executives Conference, those present being Messrs. Coffey, Glavin, Ladd, Nichols, Tracy, Hendon, Mumford, Acers and Hince, considered the suggestion of Special Agent Walfrid H. Peterson that the topics or subjects of each Bureau Bulletin be placed in the upper right-hand corner of the bulletin. Mr. Peterson pointed out that an agent could fasten an alphabetized sheet on the inside cover of his Bureau Bulletin binder and index the topics.

It was pointed out to the Conference that such an index is unnecessary as the topics covered can be ascertained merely by looking at the capitalized headings of the various sections of Bureau Bulletins.

RECOMMENDATION: The Conference recommended unfavorably, with the exception of Mr. Glavin. Mr. Glavin felt that the suggestion was a helpful one, but the remainder of the Conference believed that this was an additional administrative detail and that the information could be quite easily obtained by an examination of the Bureau Bulletin itself.

A letter to the employee has been prepared.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED

NOT RECORDED
58 SEP 13 1943

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 66-03,505

57 SEP 16 1943

LAH:BG

August 23, 1943

Sugg. No. 51

Employee: Agent Marx S.
Kaufman

THE DIRECTOR

Members present: Messrs. Coffey, Glavin, Ladd, Nichols,
Tracy, Hendon, Mumford, Acers and Hince.

1. Employee suggests: That the Bureau prepare a pictorial
explanation of the entire process of taking inked fingerprints,
for inclusion in the Manual of Instructions.

RECOMMENDATION: The Conference recommended unfavorably on the grounds
that the Bureau's present training course goes into detail on this
subject, the Bureau's manual discusses it in detail and the Bureau's
publication on the classification of fingerprints shows the procedure
in a pictorial manner. The Conference felt that it would be undesirable
to extend the written material on this subject.

Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

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DATE 4/17/91 BY SP5CJ/bce
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Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin

66-2554-1
NOT RECORDED
55 SEP 4 1943

INITIALS ON ORIGINAL

61 SEP 17 1943

ORIGINAL COPY FILED IN 66-1934-6198

LAH:BG

August 23, 1943

THE DIRECTOR

Re: ALLEN A. POINDEXTER, JR., NPA

The Executives Conference, those present being Messrs. Coffey, Glavin, Ladd, Nichols, Tracy, Hendon, Mumford, Acers and Hince, re-considered the case of this NPA graduate who attended the Academy as a representative of the Montgomery, Alabama, Police Department and who recently has resigned and entered the service of the Sheriff's Office at Montgomery, Alabama.

This NPA graduate got drunk at the annual retraining and reunion of October, 1940. He threatened to walk down the speakers' table and to shoot out the lights. He was removed from the hall with some difficulty. At that time the Bureau wrote the SAC at Birmingham and told him that Poindexter would not be included in any future invitations. In connection with the retraining in October, 1941, the Birmingham office was instructed to tell Poindexter that he would not be invited to attend future retraining sessions because of his conduct. Ever since the time of his difficulty and up to the present, Poindexter has been reported by the Birmingham office as one of its best sources of information.

In November, 1942, the Bureau revised the NPA directory and each graduate was considered individually whenever there was any question as to his standing with the Bureau. Previously, all graduates of the Academy had been included in the directory, provided that they were in law enforcement. The new policy adopted in November, 1942, included the dropping from the directory of those who had been guilty of misconduct, although each case was considered separately. Poindexter's case was considered unfavorably and he was dropped from the directory in 1942. He has been quite hurt about this but his cooperation has not diminished.

Mr. Nichols, who was in Montgomery recently, considered the case and recommended that we consider Poindexter more favorably, that we overlook the fact that Poindexter has paid a penalty of being in the Bureau's disfavor for almost three years, that this is the only instance of misconduct on his part, that the continuance of his punishment is unusually harsh in view of the fact that undoubtedly other graduates have become intoxicated at these affairs. Nichols recommended that we consider the action against Poindexter in the nature of a probationary term in view of the excellent cooperation and attitude of Poindexter over the period of more than two years since his misconduct, that we place him back in the directory and continue good relations with him.

olson
A. Tamm
legg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Hendon
Mumford
Carke
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Case
Andy

cc-Mr. Glavin

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DATE 4/17/91 BY SP5CJ/bce

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1-65-52

Memo. for Director

Page 2

RECOMMENDATION: The Conference recommended that Poindexter's name be placed in the directory of NPA graduates at the time of the next reprinting, that he be considered eligible for participation in field firearms training with Special Agents and other NPA graduates and that when the question of inviting him to future NPA retraining schools comes up, we consider his case individually at that time.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Conference

LAH:BG

August 23, 1943

Suggs. Nos. 110, 111,
112 & 113

Employee: Mrs. Jane
Black Hoblittell,
Stenographer, Norfolk
Office

THE DIRECTOR

Members present: Messrs. Coffey, Glavin, Ladd, Nichols, Tracy,
Hendon, Mumford, Acers and Hince.

1. Employee suggests: That whenever the Director is in or near
a city where a field office is located, he visit that particular office;
that the Director's visit would be a source of inspiration to each one of the
employees.

RECOMMENDATION: The Conference recommended that the employee be informed that the
Director would be pleased to visit each field office when he is in the vicinity and
makes a practice of doing so whenever his official commitments will permit.

2. Employee suggests: That conferences be scheduled regularly for agents
and stenographers. She suggests combined conferences.

RECOMMENDATION: Unfavorable. The Conference believed that conferences should be
held separately for Special Agents and clerical employees inasmuch as their problems
are different; that the presence of Division Chiefs and Special Agents in Charge at
clerical conferences serves to provide the necessary investigative viewpoint.

3. Employee suggests: That one Chief Clerk's Manual be permanently assigned
to each stenographic pool.

RECOMMENDATION: Favorable. The Conference agreed that this is the present policy.

4. The employee, who is now assigned to the Norfolk office and who was
previously assigned to the Crime Records Section, suggests that supervisors carefully
read each piece of correspondence for all corrections before it is sent back to the
agent or stenographer for retyping. She states this is an observation she made while
assigned to the Crime Records Section; that many times while there the supervisor
would read only until he came to one error and then the work would be sent back to be
done over; that many times the same piece of mail had to be done over three or four
times when correction of the entire correspondence would have necessitated but one
retyping.

RECOMMENDATION: Favorable. The Conference believed that the employee's
observation was correct; that before correspondence is returned to a
stenographer or typist, it should be thoroughly read so that all necessary

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ORIGINAL COPY FILED IN 62-15188-2686

53 SEP 21 1943

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Handwritten signature

Mem. for Director

Page 2

corrections could be handled at once. The Conference also recommended that the employee's suggestion be called to the attention of Mr. Nichols.

A letter to the employee has been prepared.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

John
JOHN EDGAR HOOVER
DIRECTOR
COPY



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.
August 20, 1943

RCH:DW

MEMORANDUM FOR THE DIRECTOR

On May 25, 1943, Special Agents C. W. Toulme and Michael H. Farrin were in South America on plant survey work. They were proceeding to a plant to be surveyed by canoe which was the only means of public transportation. The canoe upset and as a result both agents incurred a loss of personal property. Toulme's loss amounted to \$102.50. Both agents requested reimbursement which was denied because of the feeling that such losses were a natural risk in connection with any agent's work.

They also requested reimbursement for a camera. This camera had been borrowed by the agents from Mr. Jack Kegerreis, clerk in the office of the Legal Attache at Lima, Peru. A camera was necessary in connection with the survey work. A Bureau speedographic camera was available at Lima but because of its bulk and the necessity of keeping down the size and weight of their property for this canoe trip it was not taken and instead the small camera of clerk Kegerreis was borrowed. The Executive Conference upon a previous consideration also denied reimbursement for this camera.

The Conference has reconsidered the matter of the camera. It was pointed out that this was a most unusual incident which was not in any way the fault of the agents. A camera was absolutely necessary. The camera which was borrowed served the purpose better than the available Bureau camera. Had a Bureau camera been taken there would have been no question but that its loss would have been borne by the Bureau. Its cost is greater than the camera which was lost and if we pay for this camera the Bureau still is better off. The Conference consisting of Messrs. Glavin, Acers, Hendon, Coffey, Hince, Mumford, Ladd and Tracy, with the exception of Mr. Tracy, recommends that the Bureau reimburse Clerk Kegerreis direct for this camera. Mr. Tracy feels that such reimbursement should not be made because it was not Bureau property and they could have used a Bureau camera. If the majority opinion of the Conference is approved, reimbursement will be made to Kegerreis and the two agents will be advised.

Executive Conference

ORIGINAL FILE IN 66-4744-3

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/17/84 BY 852/1620
#323,073

Respectfully,
For the Conference

Clyde Tolson W. R. Glavin
Chairman Secretary



CC - Mr. Glavin

66-2554-
NOT RECORDED

96 SEP 16 1943

77 SEP 25 1943

INITIALS ON ORIGINAL

August 20, 1943

Executive Conference

The Conference was of the unanimous opinion that such expenditures on the part of Special Agent Doyle are expenditures incident to his position as Legal Attache and recommends against reimbursement of these expenditures to Doyle at this time and recommends that Doyle be so advised.

Clyde Tolson
Chairman

166-2557-
NOT RECORDED
96 SEP 14 1943

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INITIALS ON ORIGINAL

7 SEP 20 1943

ORIGINAL FILE IN 64-4331-91

LAH:MW

August 19, 1943

Sugg. No. 104

Employee: Agent R. E.

Mayer

THE DIRECTOR

Members present: Messrs. Coffey, Glavin, Ladd, Nichols, Tracy, Hendon, Mumford, Acers, and Hince.

Employee suggests: Two procedures to bring Sources of Information files up to date, as follows:

1. In each office an Agent should be assigned to spend all or a part of each day for a period of time going through the file from beginning to end and checking the obsolete cards. When necessary, he would telephone to the Source of Information to see if it was still current.

2. The second procedure requires the assignment of a clerical employee to the job of reviewing #3 register cards which show the Agents' activities and comparing the names and addresses of persons interviewed with the Sources of Information file. If persons have been contacted who appear to be valuable sources and their names do not appear in the Sources of Information file, the clerical employee then routes a special form memorandum to the Special Agent who made the contact. This memorandum requests the Agent to refer to his notes and on the reverse side of the memorandum to record the source contacted, his full name, address, and telephone number, his position, the type of information he can furnish, and his attitude on cooperation. The Agent will return this memorandum to the "Informant Desk".

RECOMMENDATION: Unfavorable - The Conference felt that the San Francisco Office which has used this procedure, according to Agent Mayer, has been engaging in badly organized work, has been wasting the time of an Agent and a clerical employee and has simply been filling up the Sources of Information file with a lot of cards. The Conference was concerned over the fact that Mr. Pieper has permitted Agent and clerical personnel to be used on this type of work which is not productive. The Conference felt that the Bureau's approved method of developing Sources of Information should be followed by the field generally. This procedure requires every Agent to evaluate contacts he makes and to prepare Sources of Information cards when in his judgment a valuable source has been found.

A letter to the employee has been prepared. Also, a letter to Mr. Pieper has been prepared requesting from him an explanation for the assignments which he has made.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/12/91 BY SP-5/BJE

#323,873

Mr. Glavin

Miss Gandy

Respectfully,

For the Conference

Clyde Tolson
Chairman

Secretary

52 SEP 22 1943 Mr. Glavin

ORIGINAL COPY FILED IN 66-26445-8202

WRG:1rd

August 18, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Ladd, Tracy, Acers, Nichols, Hendon, Coffey, Mumford and Glavin considered a resignation submitted by Joe Lill, Typist, attached to the Office of the Legal Attache at the Legation of the United States, San Jose, Costa Rica.

Lill submits his resignation in order that he might be inducted into the armed forces. He points out that he has considered such a move for some months and has decided to leave the Bureau. This boy has been employed by the Bureau since June of 1941. He has been on S.I.S. assignment since October 23, 1942. Lill points out in his letter of resignation that it is his intention to ask for induction into the Navy if he is released from the Bureau. He asks that his resignation be accepted at the earliest possible date.

John M. Speakes, Legal Attache, states he has discussed this matter with Lill and he, Special Agent Speakes, has gained the impression that the submission of Lill's resignation is not the result of a sudden idea on his part but is a matter which he has been seriously considering for some months and that he is prompted by feelings as described in his letter. He stated that it has been brought to his, Lill's, attention that he is presently engaged in work necessary to the successful carrying out of the war effort; however, he feels that he would rather be in the armed forces.

The Conference unanimously recommends against the acceptance of his resignation and recommends that he be so advised, called back to the States and that his deferment be immediately withdrawn.

Respectfully submitted,
FOR THE CONFERENCE

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Clyde Tolson, Chairman

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 11/17/96 BY SP5CJ/bce
#328,013

W. R. Glavin, Secretary

166-2554-
NOT RECORDED

96 AUG 30 1943

INITIALS ON ORIGINAL

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ORIGINAL FILE IN 166-4572-6

LAH:MW

August 10, 1943

THE DIRECTOR

The Executive Conference considered the suggestion of Stenographer Lenora Marsch which involved the approval of two form letters for use in Selective Service cases. One form letter would be sent to City or County Departments for check of death records and the other would be sent to the Bureau to elicit information concerning service records. These forms were submitted to the Security Division which indicated that the forms would not be used sufficiently often to justify their preparation and use.

RECOMMENDATION: The Executive Conference was in agreement with the Security Division that these forms would not be used frequently enough to justify their adoption.

Those present at the Conference were Messrs. Coffey, Rosen, Tracy, Hendon, Acers, Mumford, and Hince.

If approved, a letter to Miss Marsch is attached.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy - Mr. Glavin _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/17/91 BY SP5C/bee
#323013

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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August 2, 1949

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ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/17/94 BY SP5C/622

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Tracy, Quinn Tamm, Nichols, Carson, Coffey, Mumford, Rosen, and Glavin were advised concerning Departmental Circular No. 124, Supplement No. 2, dated July 9, 1949, pertaining to the Amendment to War Overtime Pay Regulations. The amended sections read as follows:

"Section 1. Overtime compensation.

In addition to his regular earned basic compensation, an employee shall be paid overtime compensation, computed as provided in section 4 of Part III, for such employment officially ordered or approved as exceeds forty hours a week. Provided, however, that heads of departments and agencies may, in their discretion, elect to grant full-time per annum employees compensatory time off from duty without loss of pay in lieu of overtime compensation for such employment as may exceed forty-eight hours in any week. In the event that compensatory time off from duty for employment in excess of forty-eight hours in any week is not granted within ninety calendar days after such employment is performed, the employee shall be entitled, in lieu of such compensatory time off, to overtime compensation for such employment computed as provided in these regulations at the rate or rates of compensation which the employee received during the period of such employment. Provided, however, that in the case of seasonal employees, such compensatory time off may, in the discretion of the head of the department or agency concerned, be granted at the completion of the season during which the employment is performed.

Heads of departments and agencies may delegate to any officer or employee authority to order or approve overtime in excess of the administrative work-week and to elect to grant compensatory time off from duty without loss of pay in lieu of overtime compensation as provided in this section. No overtime in excess of the administrative work-week shall be ordered or approved except by an officer or employee to whom such authority has been specifically delegated by the head of the department or agency."

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It is pointed out by the Conference that under this Amendment the only change in the overtime policy is to the effect that, when overtime is ordered over 48 hours a week, either compensatory leave may be granted within a period of 90 days or additional reimbursements may be made if the overtime is ordered or approved by the appropriate departmental official.

The Conference feels that there need be no distribution of this amendment since overtime over the 48 hour a week is not being ordered by the Bureau.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Tolson _____
A. Tamm _____
E. A. Tamm _____
Clegg _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Harbo _____
Mohr _____
Winterrowd _____
Tele. Rm. _____
Mr. Holloman _____
Miss Gandy _____

LAH:JD

August 7, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, Glavin, Tracy, Quinn Tamm, Acers, Mumford, Rosen, Clegg and Hince, considered and approved the suggestion of Mr. Hince that Captain George Groth of the Virginia State Police be invited to participate in the instruction of the FBI National Police Academy. Captain Groth participated in the last session and did an excellent job. He is to handle the enforcement phases of the traffic portion of the course in replacement of former Special Agent Clarence O. Forrester, who resigned recently to return to the Baltimore Police Department.

The Conference also approved Mr. Hince's suggestion that Lieutenant Clarence O. Forrester, former Special Agent, be invited to participate in the traffic portion of the course for three hours. If approved, letters which have been prepared should be forwarded.

Respectfully,
FOR THE CONFERENCE

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HEREIN IS UNCLASSIFIED

DATE 4/17/91 BY SP5CJ/bce

Clyde Tolson
Chairman

J. E. Glavin
Secretary

- #323013
- cc - Mr. Glavin
- r. Tolson
 - r. E. A. Tamm
 - r. Clegg
 - r. Coffey
 - r. Glavin
 - r. Ladd
 - r. Nichols
 - r. Rosen
 - r. Tracy
 - r. Carson
 - r. Harbo
 - r. Hendon
 - r. McGuire
 - r. Mumford
 - r. Piper
 - r. Quinn Tamm
 - r. Nease
 - ss Gandy

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52 AUG 17 1943

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52 SEP 22 1943

OFM:LS

July 29, 1943

MR. COFFEY

Re: Suggestive Material
for Bureau Bulletin
Second Series 1943.

There is attached hereto material concerning identity papers and marks of identification appearing on identity papers which it is believed should be brought to the attention of the Special Agents in the field. Accordingly, it is recommended that this material be transmitted to the field in the form of a Bureau Bulletin as indicated.

The half-tone negatives for the reproduction of the exhibits attached are enclosed herewith for use in the event it is deemed advisable to incorporate this material in the Bureau Bulletin.

NOTE: Unanimously approved by
Executive Conference
August 6, 1943. Present:

Respectfully,

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Acers
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Starke
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EPC

C. A. Appel

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HR:fm

July 29, 1943

~~CONFIDENTIAL~~

~~THE DIRECTOR~~

RE: NATIONAL DEFENSE MANUAL
CHANGES, SECTION 18N

In order that this Section may be brought up to date to indicate that the character of denaturalization proceedings investigations should be "Denaturalization Proceedings" rather than "Internal Security - Denaturalization Proceedings," as presently stated in the manual, the following revision of Section 18N is suggested:

Section 18N. Character. The character of these cases is "Denaturalization Proceedings". In those instances where an investigation is pending under another character and it is desired that the subject be considered for denaturalization, the character "Denaturalization Proceedings" should be added. However, where there is more than one subject in such a case, unless the subjects meet the exception noted in Section 18N, or where it would be inadvisable to include details of the other case in a report on denaturalization proceedings, a new case should be opened.

When the investigation involves foreign securities, the words "Foreign Funds" shall be added to the character.

Respectfully,

D. M. Ladd

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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ALL INFORMATION CONTAINED
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WHERE SHOWN OTHERWISE.

Classified by SP5U/bce
Declassify on: OADR 4/18/91
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EPC:EGK

July 29, 1943

THE DIRECTOR

0 Executive Conference

Mr. Baughman proposed that the combinations on all Field Office safes and vaults be changed once a year and that in addition the combination be changed each time there is a change in the Special Agent in Charge.

The Conference, consisting of Messrs. Tolson, Nichols, Ladd, Coffey, Carson, Hince, Acers, Mumford, and Rosen, was unanimously of the opinion that the Field should be required to change the combinations at least once a year.

The Conference did not feel it was necessary to require the change of the combinations every time the SAC was transferred.

If you concur, there is attached an SAC letter and a letter to Mr. Baughman.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

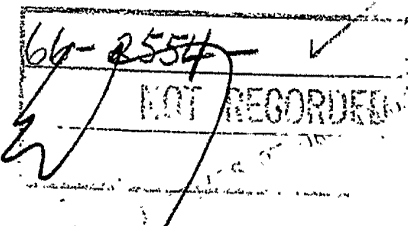
Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/17/91 BY SP5C/bce
#1323613

CC - Mr. Glavin



67-75478-45
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WPC:RGK

July 28, 1943

THE DIRECTOR

Mr. Coffey observed with regard to press releases and publicity on Laboratory cases that in addition to cases which would have National interest for release at Washington there are numerous Laboratory examinations made in which the results, while not having much National attraction, would have a distinct local news value. He cited a local poison case at Martinsburg, West Virginia. He also pointed out that in some instances in the past police authorities, upon receiving the Laboratory's report, announced the solution of the case without any reference to the contribution made to that solution by the FBI Laboratory analysis.

Mr. Coffey suggested that the Bureau's new policy on Laboratory press releases be further broadened so that in those cases in which it had already been determined that they probably would not have National value for release at Washington but yet might have a local interest the Special Agent in Charge of the district covered be telegraphically or telephonically notified of the results of the Laboratory examination. At this time it would be pointed out to him that within his discretion not to improperly interfere with the police investigation of the case it might be desirable to make a local press release or to issue a joint release with the local law enforcement agency for whom the examination was made. Carbon copies of these Laboratory reports are already furnished by mail to the SAC's, but the recommendation that in certain cases the information be furnished by telephone or telegraph is made so that in those cases the SAC's may have a time advantage in the situation. The SAC's might be further instructed that even though they had received no such telegraphic or telephonic summary they should scrutinize carbon copies of Laboratory reports upon receipt and determine whether they had local press value.

The Conference, consisting of Messrs. Tolson, Nichols, Carson, Acers, Hince, Ladd, Mumford, and Rosen, was unanimously of the opinion that this procedure should be followed.

If you concur, there is attached a proposed letter to the Special Agents in Charge, and the policy will be put into effect.

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DATE 4/17/79 BY SP5 JLC/66
#323,013

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Glavin

66-2554-1

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| INITIALS ON ORIGINAL |

50 AUG 17 1943

ORIGINAL COPY FILED IN 74-8-284

New York, New York

EJC:RMF

July 24, 1943

Director, FBI

Re: Accident to Bureau 1942 Ford Sedan,
Motor #48542, July 15, 1943.
Driver - Special Agent John Henry Doyle.

Dear Sir:

There is quoted below a memorandum submitted by Special Agent John Henry Doyle dated July 16, 1943, concerning the above-entitled matter.

" This is to advise that on Thursday, July 15, 1943, the writer was assigned to the surveillance of DR. ALFRED PLATZ, ESPIONAGE-G, New York file 65-12955. Inasmuch as the subject was almost entirely using taxi cabs in making contacts and because it was not always possible to secure proper transportation to follow the subject, it was deemed advisable to obtain a Bureau automobile for this purpose. Accordingly, the writer proceeded to the Kent Garage to secure a car.

" Car No. 102 was brought down on the elevator and the writer made a hurried inspection inasmuch as the subject remained with his contacts ordinarily from fifteen to twenty minutes and it had taken nearly fifteen minutes to get the car. When the car was started up by the writer the forward motion of it threw open the left rear door which caught on the pillar in the garage itself and forced the door back against the car denting the fender and making a slight dent in the body of the car. At the time of the inspection of the car the door seemed to be securely latched. "

Enclosed herewith is Form #26. The damages to the Bureau car were in the amount of \$18.

This surveillance to which Agent Doyle was assigned was of considerable importance, the Bureau being advised nightly as to its circumstances. Agent Doyle's haste therefore was necessitated by the importance and imminence of the surveillance. Any inspection of the car made by Agent Doyle necessarily had to be hurried. For these reasons it is respectfully submitted to the Bureau that it consider assuming the cost of repairs.

323013
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HEREIN IS UNCLASSIFIED
DATE 1/18/81 BY SP-10

Very truly yours,

E. E. CONROY
SAC

166-2554
NOT RECORDED
57 AUG 30 1943

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CG-287

JHN EDGAR HOOVER
DIRECTOR

FEDERAL BUREAU OF INVESTIGATION

UNITED STATES DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

MWA:MTS

July 22, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Tracy, Quinn Tamm, Carson, Coffey, Hince, Rosen, and Acers, considered the Bureau automobile accident of Radio Operator George R. Brewer, the details of which are set forth in the attached memorandum.

Briefly, Brewer came around a blind curve and was proceeding down a slight incline at the rate of 30 to 35 miles per hour. The road was wet and there was a slight oil film on the road. Another automobile driven by a Mrs. Mills was traveling at approximately 10 miles per hour, preparatory to making a turn. It was not apparent which way she would go. Brewer applied the brakes, the Bureau automobile skidded, and because of the high center of the road slid forward and to the right. The Bureau car struck the rear bumper of the car driven by Mrs. Mills. The damage to the Bureau car is \$30 to \$40, the damage to the other car slight, personal injuries, none.

The majority of the Conference, consisting of Messrs. Tolson, Tracy, Quinn Tamm, Carson, Hince, and Acers, was of the opinion that the accident should be paid for by Radio Operator Brewer. Mr. Coffey felt that Brewer was at fault, but that he should be required to pay only one half the cost of the repairs to the Bureau automobile on the ground that there is no indication of gross negligence and the employee's salary of \$2,000 per annum is not sufficient to warrant his payment of the full amount.

Mr. Rosen felt that Brewer should not be held liable on the basis of the facts.

Respectfully,
For the Conference

Clyde Tolson
Chairman

B. Glavin
Secretary

ALL INFORMATION CONTAINED
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DATE 4/17/91 BY SP5CJ/lce
#323,873

I agree with the majority. Here is a man going 35 mile an hr. down hill to make a blind curve on a wet road. Other car was going 10 mi. an hr. that isn't negligence don't know what is. H

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DATE 4/17/91 BY SP5CJ/lce
#323,873

8 SEP 6 1943

407 U. S. Court House
Seattle, Washington
July 22, 1943

Director, FBI.

Re: NATIONAL POLICE ACADEMY

Dear Sir:

Recently while in New Westminster, B. C., Canada, on official business, an agent of this Division had occasion to contact Sergeant A. CYR, of the New Westminster, B. C., Police Department. Sergeant CYR expressed considerable interest in the possibility of the New Westminster Police Department being issued an invitation to send an officer to the National Police Academy in Washington, D. C.

Sergeant CYR advised their Department has recently lost their Identification Officer and the Department had never made any preparation for this emergency and, therefore, their Identification Division at the present time is in a state of confusion, and that he desired to learn fingerprint identification as well as the other duties of an Identification Officer.

The qualifications and the manner in which invitations were extended was explained to Sergeant CYR and he advised that he did not, of course, know whether or not the Chief of Police would send an officer, or whether or not the financial responsibilities could be obtained from the City Council. He advised that he has been a sergeant for thirteen years on this Department and has a large number of contacts among the Service Clubs in New Westminster, and believes that possibly if the Council were not able to finance his trip, he could prevail personally upon the presidents of various Service Clubs in an effort to obtain funds for this trip. He advised that he would greatly appreciate it if an estimate could be given as to the cost for the three months' session, and further details concerning housing conditions, etc., in order that if the invitation could be extended to a Canadian Police Department, he might intelligently discuss the matter with the various Service Clubs and the City Council of New Westminster.

It was explained to Sergeant CYR that, in view of the present emergency, whether or not invitations were extended beyond the continental limits of the United States, therefore, requested that the Bureau advise this office if it would be possible for an invitation to be extended to the New Westminster, B. C. Police Department and whether the Bureau desires this office contact the Chief of Police or Sergeant CYR with the details requested.

Very truly yours,

57 AUG 24 1943 #323,013

ASR:hb

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/17/91 BY 255/16

H. B. FLETCHER, SAC.

ORIGINAL COPY FILED IN 1-4-562-6

LAH:MM

July 12, 1943

THE DIRECTOR

Mr. Louis W. Lipscomb submitted to the Bureau a list of distributors of ammunition which act as outlets for ammunition to the War Production Board program. Mr. Lipscomb also submitted the War Production Board Limitation Order L-286, Part 3234, dated May 1, 1943, which explains the basis upon which law enforcement agencies may obtain ammunition.

RECOMMENDATION: It was unanimously recommended that this information be made available to law enforcement agencies through the FBI Law Enforcement Bulletin. If approved, Mr. Nichols will take action on this memorandum.

Those present at the Conference were Messrs. Glavin, Tracy, Coffey, Q. Tamm, Carson, Acers, Mumford, Hendon, and Hince.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/17/91 BY SP5CJ/bee
#323813

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols - Mr. Glavin _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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INITIALS OF CAPTAIN

ORIGINAL COPY FILED IN 62-50401-2512

LAH:MF

July 12, 1943

THE DIRECTOR

The Executive Conference considered the suggestion of Special Agent in Charge R. J. Untreiner that the FBI Quarterly Police Conferences be modified so that they will be held semi-annually.

Mr. Coffey favored the suggestion on the grounds that it would reduce the cost and improve the quality of the conferences. Mr. Untreiner's recommendation was based upon the fact that conferences held in the Jackson District in June were handicapped by hot weather which reduced the attendance. The remainder of the Conference felt that weather should not be a controlling factor in deciding this question, that although there is hot weather in Mississippi during the summer months there is equally cold weather in the northern states in the winter, and that regardless of weather the Bureau's responsibility to coordinate police agencies must be met.

Those present at the Conference were Messrs. Glavin, Tracy, Coffey, Quinn Tamm, Carson, Acers, Mumford, Hendon, and Hince.

A letter to Mr. Untreiner has been prepared for approval.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____ ALL INFORMATION CONTAINED

Mr. E.A. Tamm _____ HEREIN IS UNCLASSIFIED

Mr. Clegg _____ DATE 4/17/91 BY SP-1/lee

Mr. Coffey _____ # 323813

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____ cc - Mr. Glavin

Mr. Harbo _____

Mr. Hendon _____

Mr. McGuire _____

Mr. Mumford _____

Mr. Piper _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

61 AUG 2 1943



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WRG:1rd

July 10, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Acers, Hendon, Carson, Tracy, Ladd and Glavin considered the desirability of forwarding to the field a telegram instructing Special Agents in Charge that during the present firearms programs all practice runs should be eliminated on the Thompson submachine gun and the revolver shooting and that Agents will fire only the specific record runs and courses required by manual provisions.

This matter was brought to the attention of the Conference due to the fact that information has been received that with the present amount of practice being given in firearms, we would greatly exceed our allotments by the Munitions Assignment Committee for the coming quarter.

For the information of the Director, yearly allotments made by the Munitions Assignment Committee are hereinafter set forth; the amount of ammunition which would be used in one year under the present training program is also set forth hereinafter:

| | <u>Approved by Munitions Assignment Committee</u> | <u>Present Training Program</u> |
|---------------------------------|---|-------------------------------------|
| Mr. Tolson <u>.38 Mid-Range</u> | 5,360,000 rounds | 7,341,632 rounds |
| Mr. E. A. Tamm | | |
| Mr. Clegg <u>.45 Automatic</u> | 1,509,000 rounds | 1,928,248 rounds |
| Mr. Coffey | | |

Mr. Glavin It can, therefore, be seen that the ammunition allotted to
Munitions by the Munitions Assignment Committee would not cover our needs.
Mr. Carson, Raughman, Sloan and Halter collaborated in arriving at a
schedule which they feel would be entirely satisfactory, although it
would eliminate certain of the practice runs in the firearms training
periods in the field. There would be no elimination of any practice
or any record runs afforded any Agent or In-Service man in In-Service
training at Washington, D. C.

Mr. McGuire .38 Caliber Ammunition: At the present time the
firing of the practical pistol course, an Agent is supposed
to qualify four times during the year. He now fires the
course for record at least five times a year. The firearms
men believe that the fifth practical pistol course can be
Miss Gandy

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HEREIN IS UNCLASSIFIED

DATE 4/17/91 BY SP5C/16C
#323013

ORIGINAL COPY FILED IN

MEMORANDUM FOR THE DIRECTOR

- 2 -

eliminated if the Agent qualifies on four other occasions. Also, they believe that the practice run in this particular phase of firearms training in the field should be discontinued.

For the information of the Director, at the present time one practice run of fifty rounds is fired and a record run of fifty rounds is also fired on each occasion when the practical pistol course is fired under Bureau regulations. It is felt that the practice run could be eliminated. With the elimination of this practice run only in the field on the firearms training periods and the possible elimination of the fifty practice pistol course if the man has qualified four times in the year, we will save approximately 2,500,000 rounds of Mid-Range ammunition.

.48 Caliber Thompson Submachine Gun: Messrs. Baughman, Sloan and Halter feel that the practice run with the Thompson submachine gun presently participated in by Agents in the field during our field firearms training can be eliminated.

For the information of the Director, at the present time the Thompson submachine gun is fired during four firearms periods a year. During each of these periods one practice run of twenty rounds and one record run of twenty rounds is fired at the regular bobber target. It is felt that the practice run of twenty rounds can be eliminated.

With the elimination of this practice round in the field firearms training only and with the deletions in the Thompson submachine gun course which have already been approved cutting out the automobile course, we will save sufficient ammunition to stay within the amount approved by the Munitions Assignment Committee.

The Conference with the exception of Mr. Hendon agreed that the above practice runs should be eliminated in view of the ammunition shortage.

Mr. Hendon felt that we should go back to the Munitions Assignment Committee insisting that they increase our allotments rather than cut down our training schedules.

Mr. Glavin pointed out to the Conference that we are having an almost impossible time getting ammunition at the present time, that the Bureau is using practically all of the .45 caliber ammunition being manufactured for civilian use and it is felt that additional ammunition assignments would not be made by the Munitions Assignment Committee. It was also pointed out to the Conference that the allotment for the Bureau greatly exceeds allotments made for any other law enforcement officials in the country.

MEMORANDUM FOR THE DIRECTOR

- 3 -

Should the Director approve the majority recommendation, the attached telegram should go forward to all Special Agents in Charge.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

LAH:JD

July 1, 1943

THE DIRECTOR

man

The Executive Conference, those present being Messrs. E. A. Tamm, Coffey, Glavin, Ladd, Rosen, Hendon, Carson and Hince, considered the suggestion of Stenographer G. L. Backer of the Albany Field Division that stenographers and typists in the Field permit carbon paper to be left between abstract slips and submitted to the Seat of Government in this manner. At the present time the Field stenographers remove the carbon paper and when the abstract is received at the Seat of Government, it is necessary for the Files Division to insert carbon paper for the purpose of adding additional information at the bottom of the abstract. The suggestion contemplates the saving of labor in the removal of the carbon paper by the Field and the replacement of the carbon paper in the Files Section at Washington.

It was pointed out to the Conference that the suggestion contemplates the use of additional carbon paper inasmuch as the Field would only be able to use each piece of carbon paper once. It was the opinion of the Conference, however, that the extra use of carbon paper would be more than compensated for by the saving in labor. It was ascertained that there is no serious shortage of carbon paper.

RECOMMENDATION: The Conference recommended that the suggestion be adopted and that the Field in the future leave carbon paper between the abstracts when they are sent to the Seat of Government in order to save the labor of withdrawing the carbon paper in the Field and replacing it at the Seat of Government. If approved, the Field will be instructed.

. Tolson _____
. E. A. Tamm _____
. Clegg _____
. Coffey _____
. Glavin _____
. Ladd _____
. Nichols _____
. Rosen _____
. Tracy _____
. Carson _____
. Harbo _____
. Hendon _____
. McGuire _____
. Mumford _____
. Piper _____
. Quinn Tamm _____
. Nease _____
ss Gandy _____

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HEREIN IS UNCLASSIFIED
DATE 4/17/91 BY SP5CUB/BC

#323,013

Respectfully,
FOR THE CONFERENCE

INITIALS

Clyde Tolson
Chairman

W. R. Glavin
Secretary

106-2554-
NOT RECORDED

[Handwritten signature]

66-2593-48
ORIGINAL FILED IN

51 AUG 2 1943

LBH:RC

July 21, 1943

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/17/91 BY SP5CJ/bce
#323,013

THE DIRECTOR

The Executive Conference, consisting of Messrs. Mumford, Ladd, Coffey, Carson, Acers, Tracy, Rosen, and Nichols, were advised by Mr. Nichols of the desirability of requiring the field to clear all press releases and statements with the Bureau prior to their release. This raised the problem of how this should be handled here at the Seat of Government and who should handle the calls from the field and authorize the release.

During the discussion, various members of the Conference brought up the matter of changing our policy. For the Director's information, the present policy as set forth in Section 9L-2 of the Manual of Rules and Regulations, authorizes Special Agents in Charge to furnish information to the press relative to the apprehension of subjects in Bureau cases which are purely local in interest without Bureau authority, but no release is to be made without Bureau approval where the case is of an involved nature and in which other Field Divisions may be equally interested. Provision is further made in cases of national importance or significance to national security that no release is to be made locally without Bureau authorization.

On February 20, 1942, a letter was sent to all Special Agents in Charge cautioning them to use extreme care in releasing data to the press, pointing out that unless sound judgment, discretion and intelligence were used in connection with statements made by them, it would be necessary to invoke a blanket cancellation of authority to release material to the press under the prevailing regulations.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

In the course of the discussion, members of the Conference pointed out that it might be desirable to embark on a program of education with the Agents in Charge rather than issue blanket instructions requiring them to secure prior Bureau approval before making statements to the press. It was pointed out that by changing the rule there was a likelihood we would lose considerable publicity in the field as the Agents in Charge might not be inclined to bother calling on a small, routine case; whereas, under the present rule if a newspaper representative happens to be in the office they can tell him about the case and probably secure an inch or 2-inch item. It was further stated that requiring Special Agents in Charge to clear all matters with Washington might antagonize

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| 66-2554-V | FEDERAL BUREAU OF INVESTIGATION |
| NOT RECORDED | NOT RECORDED |
| | U. S. DEPARTMENT OF JUSTICE |

ORIGINAL FILED IN 94-8-3-270

the local press representatives, referring back to the difficulties we experienced several years ago. The further observation was made that this would delay in many instances the arraigning of individuals and would not give Washington time to prepare a press release in cases where developments came to a head so rapidly that the Bureau would not have time to secure the background prior to the apprehension. The matter of the California court holding that a statement would not be admissible if taken prior to arraignment was advanced.

The Conference was unanimous in the belief that Agents in Charge need to be educated. Mr. Tracy made the suggestion that changing the rule to require that Washington pass on all press releases would be helpful in that when Special Agents in Charge call in, the Bureau could then discuss with them the type of release that could be made locally without clearing with the Bureau. The majority view of the Conference was that if the rule were changed, it could always be amended in the future. The Conference was unanimously of the agreement that every effort should be made to increase our press coverage and recognizes the benefits of national releases.

On the proposition of what office or offices in the Bureau should clear the release, there was considerable discussion as to the exact procedure. It was observed that the volume of calls would be too great for any one individual to handle and the thought was expressed that the calls could be received in the Division handling the supervision of the investigative cases, which Division could authorize the release and furnish Mr. Nichols' office with a memorandum covering the telephone call from the field. Mr. Nichols pointed out that in many instances the memorandum would arrive late and that it was believed desirable for the Assistant Director of the Division to immediately call him on the phone. It was observed that this would then require two calls, and if this were to be the procedure, it was recommended that the incoming calls be taken in Mr. Nichols' office, who could determine whether the release should be made locally or nationally, and in instances where the Director's approval should be secured, Mr. Nichols could take care of this.

On the matter of who should handle the calls, Messrs. Ladd, Mumford, Coffey, Carson, Tracy, and Acers, voted that all calls from the field to secure authorization to issue statements to the press should be handled by Mr. Nichols. Mr. Rosen was of the opinion that there should be centralized control on such calls, that some one individual should be designated to handle these calls, that he did not know who this individual should be. Mr. Nichols expressed the view that calls from the field should be received by the appropriate Assistant Director or Division head supervising the investigation; that when the case is purely of a routine, local nature, the Assistant Director should authorize the issuance of a local release, and advise

Memorandum for the Director

Page Three

Mr. Nichols' office by telephone, or if the memorandum is quickly typed up, a tickler should be sent to his office. In case of doubt as to whether a release should be made locally or from Washington the Assistant Director or Division head should confer with Mr. Nichols on the phone or dictagraph and in the event it is believed the matter is one for the Director's decision, Mr. Nichols would get appropriate clearance from Mr. Tolson or the Director. In the event the Assistant Director feels a national release should be made, he should immediately clear with Mr. Nichols, furnishing all available information in order that a representative of the Crime Records Section can collaborate in preparing a release. It was Mr. Nichols further view that in cases of a purely routine nature which would be of interest locally, the Special Agent in Charge should send a teletype to the Bureau advising that a release would be made in two hours.

The drafting of an order is being held pending the Director's decision as to what procedure should be followed.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

CC- Mr. Glavin

MWA:lrd

July 19, 1943

MEMORANDUM FOR THE DIRECTOR

As a result of the Director's approval, Supervisors Callan and Lee made a survey of the handling of Selective Service cases in the Baltimore and Philadelphia Offices in order to permit more intelligent consideration of Special Agent in Charge N. J. L. Pieper's request for permission to assign four Agents to the handling of desk work on Selective Service matters including the dictation of letters, receipt of telephone requests from draft boards, contacts with the United States Attorney's Office, United States Marshal's Office and the dictation of teletypes and investigative reports:

The Executive Conference consisting of Messrs. Tolson, Ladd, Mumford, Clegg, Coffey, Carson, Tracy, Quinn Tamm, Hendon and Acers considered the attached report of Messrs. Callan and Lee and unanimously approved:

1. SAC Pieper's assignment of four Agents to the desk handling all Selective Service cases providing that they did not perform supervisory or administrative duties.

2. The issuance of a bulletin to the field advising them that it is permissible for an Agent to spend whatever time necessary in the office within the

discretion of the Special Agent in Charge in handling paper work and telephone calls in connection with the handling of Selective Service cases.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Number 2 above is for the purpose of clarifying the field's interpretation of the rule relative to Agents remaining in the office as it was found during the survey that there is much work in connection with Selective Service cases which can be handled more efficiently by telephone, telegram and teletype.

Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
If the Director approves, SAC Pieper will be advised of the authority granted to him and a bulletin will be prepared for the field clarifying the rule relative to Agents remaining in the field office during the hours from 9:00 A.M. to 6:00 P.M.

66-2554 Respectfully submitted,
NOT RECORDED FOR THE CONFERENCE
82 AUG 21 1943

Miss Gandy _____
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DATE 4/18/94 BY SP5/bc
#323,13

Clude Tolson W. R. Glavin
Chairman Secretary

ORIGINAL FILED IN 66-62200-2554-71

July 9, 1943

GCC: ML
REL: ML

THE EXECUTIVE CONFERENCE

Re: Selective Service Survey

Purpose of the Survey

The attached Executive Conference memorandum of June 21, 1943, approved by the Director, directs the undersigned to conduct a survey at the Baltimore and Philadelphia Field Offices with respect to the assignment of Agents to assist in the administrative work in connection with Selective Service matters. Inasmuch as a number of requests have been received from field offices for the assignment of such individuals, it was hoped that such a survey might aid the Bureau in approving requests of this nature from the various field offices.

Specifically, the Executive Conference memorandum was the result of a letter from the San Francisco Field Division advising that four Agents were being detailed to the office to assist in the administration of the Selective Service Act, it being pointed out by SAC Pieper that these individuals would not perform supervisory or administrative duties but would confine their activities to the dictation of letters and the review of investigative material received. They would also, of course, make numerous telephone calls to draft boards, United States Marshals' offices, etc.

The Bureau's statistics on the San Francisco Office indicate that the Selective Service problem there is very grave. With regard to cases in which the San Francisco Office is origin, the following figures are significant:

| | <u>April</u> | <u>May</u> | <u>June</u> |
|----------------|----------------|------------|-------------|
| Mr. Tolson | | | |
| Mr. E. A. Tamm | | | |
| Mr. Clegg | | | |
| Mr. Coffey | | | |
| Mr. Glavin | Cases Received | 793 | 541 |
| Mr. Ladd | Cases Closed | 959 | 644 |
| Mr. Nichols | Cases Pending | 4065 | 3962 |
| Mr. Rosen | | | 4758 |

Mr. Tracy The following figures apply to
Mr. Carson "No Card" cases handled by the
Mr. Harbo San Francisco Office during the
Mr. Hendon last 3 months. These are cases in
Mr. McGuire which persons were apprehended by
Mr. Mumford local law enforcement officers and
Mr. Piper did not have either their registra-
Mr. Quinn Tamm tion certificates or latest classi-
Mr. Nease fication cards:

Miss Gandy

1127

831

837

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DATE 4/17/91 BY 8252/bce

Types of Selective Service Cases

Selective Service cases generally fall within three groups:

1. These cases regularly reported to the field office by the United States Attorney in which persons who have registered have become delinquent for one reason or another with their local boards. The following procedure is followed in handling this type of investigation:

Upon receipt of the complaint of delinquency from the United States Attorney, letters are directed to the registrant at his last known address, to the person who is listed in the records of the local board as being the one who will always know his whereabouts and, third, to the last known employer of the registrant. In the event negative information is received as a result of these letters, the case is assigned to a police department to conduct a preliminary investigation in an effort to determine the present whereabouts of the subject. Upon receipt of the police department's report, if further investigation suggests itself appropriate leads are set out either for an Agent or for another police department to cover. If the investigation by the police is unsuccessful, the case is then assigned to an Agent to be investigated as in the case of any other violation. After the Agent has covered the logical leads looking toward the apprehension of the subject and has rechecked the police investigation with negative results, the case is discussed with the United States Attorney with a view to having process issued and the subject declared a fugitive. The investigation then resolves itself into the usual fugitive investigation.

2. Cases involving persons apprehended by the police who either do not possess a registration certificate or who do not possess their latest classification cards. This type of case is generally referred to as a "No Card" case.

Upon receipt of information from a local law enforcement agency that an individual is in custody without either his registration certificate or his latest classification card, a telephonic check is made with the board at which he professes to be registered in the event that board is located within the field division. If it is determined that he is so registered and is not delinquent, the United States Attorney declines to prosecute him for failure to possess his certificate or card, which is always done unless aggravating circumstances are present, the police department is immediately advised and the subject is released. In the event the local board at which the subject claims to be registered is located in another field division, that field division is immediately requested by teletype to ascertain the subject's status with his board and these inquiries are supposed to be cleared in 24 hours. Upon receipt of the return teletype from the auxiliary office, the field office covering the territory in which the subject is in custody immediately notifies the police department to release the subject in the event he is not delinquent and if the United States Attorney declines prosecution as above stated.

3. Cases in which the office involved is an auxiliary office with leads to cover which were set out by some other field office.

Leads received from another office to perform certain auxiliary investigation in the field office under consideration are immediately assigned to a police department or to an Agent for handling. As soon as they are handled, the case of course is RUC'D to the office of origin.

Baltimore Survey

On July 2 and 3, 1943, the writers conducted a survey of the Selective Service situation in the Baltimore Field Office:

| | |
|---|-----|
| Total Number of Pending Selective Service Cases | 950 |
| Total Number Cases in Which Baltimore is Origin | 870 |
| Total Number Cases in Which Baltimore is Auxiliary Office | 80 |
| Total Number Cases Opened in June | 146 |
| * "No Card" Cases Arising in Baltimore Office | 21 |
| "No Card" Cases in Which Baltimore is Auxiliary Office | 24 |
| Total Number Cases Closed and RUC'D by Baltimore in June | 282 |
| Cases Presently Assigned to Police for Investigation | 123 |

* It is significant to note that Baltimore handled only 21 cases in which persons were taken into custody by local law enforcement agencies in the Baltimore Division without their registration certificates or classification cards. This low number indicates that the Baltimore Field Division does not have the cooperation of the police.

This matter was taken up with former SAC Soucy and with SAC Vincent and the explanation was advanced that the former Commissioner of Police in the city of Baltimore which is, of course, by far the largest city in the division, had been noticeably uncooperative with the Baltimore Office. A new Commissioner recently took office and several contacts have been had with him by former SAC Soucy who introduced him to SAC Vincent prior to his departure. SAC Vincent advised it is contemplated that an order will be issued by the new Commissioner compelling all members of the Baltimore Police Department to inquire of every individual taken into custody concerning his Selective Service status and to notify the Baltimore Field Office in every case in which the person arrested does not have his registration certificate or latest classification card. It is expected that in a city the size of Baltimore this order, if carried out, will materially increase the type of case in this category.

Supervision

The supervision of Selective Service cases in the Baltimore Field Division is handled by SA John Ennis. The manner of handling cases was discussed with Mr.

Ennis in detail and it was ascertained that the above-mentioned procedures, which have the approval of the Bureau, are followed in handling Selective Service cases.

In addition to handling Selective Service matters, Mr. Ennis handles the assignment of cases to the police, the assignment of stenographers and quarterly police conferences. Mr. Ennis advised that most of the work assigned to the police at the present time consists of Selective Service cases, so that his duties in connection with the assignment of cases to the police fit in with his duties as Selective Service supervisor and entails practically no additional time. He advised that the assignment of stenographers occupies not more than one-half or one day. The handling of police conferences occupies approximately 3 days of his time per quarter. However, in those instances when he is absent from the office on this type of work, his duties are handled by SA Vance.

2½ to 3 hours per day of Mr. Ennis' time is spent in dictating correspondence to the United States Attorney, to the local draft boards, to local law enforcement agencies, to the Bureau, to other field divisions and in dictating Selective Service reports. The remainder of his time is used in running ticklers, assigning cases to Agents, reading incoming mail, reviewing reports and in general supervisory duties concerning Selective Service. Over a 24-hour period a count was maintained on correspondence handled and it was noted that 148 pieces of mail of all types passed over the desk of the Selective Service supervisor.

Selective Service Squad

There are 9 Agents assigned to the Selective Service Squad over which SA Ennis has supervision. The Agents are carrying approximately 40 cases each; however, of this number an average of approximately 24 is being actively investigated. The others are cases in which final prosecutive action is being awaited or in which the induction of the subject is pending.

On the evening of July 2nd, a conference of the Selective Service Agents was attended by the writers and a general discussion was had with Ennis and the other Agents assigned to Selective Service matters concerning the manner in which their cases were being handled by them. The writers were agreeably impressed with the Agents presently assigned to Selective Service work in the Baltimore Office. All of them seemed to have an understanding of the problem and exhibited an enthusiastic attitude.

Overtime of Selective Service Supervisors

The overtime of the Selective Service Supervisors during the past few months averages between 65 and 70 hours per month.

Philadelphia Survey

On July 6 and 7, 1943, the writers conducted a survey of the Selective Service situation in the Philadelphia Office:

| | |
|---|------|
| Total Number of Pending Selective Service cases | 1688 |
| Total Number Cases in Which Philadelphia is Origin | 1199 |
| Total Number Cases in Which Philadelphia is Auxiliary Office | 489 |
| Total Number Cases Opened in June in Which Philadelphia is Origin | 257 |
| Total Number Cases Opened in June in Which Philadelphia is Auxiliary Office | 335 |
| Total Number Cases Opened in June | 592 |
| Total Number Cases RUC'D in June | 307 |
| Total Number Cases Closed in June | 570 |
| Total Number Cases Closed and RUC'D in June | 877 |
| "No Card" Cases Arising in Philadelphia Office | 211 |
| Cases Assigned to Police | 260 |

Supervision

The supervision of Selective Service cases in the Philadelphia Field Division is handled by SA John Henry who is assisted by SA Robert L. Alexanderson. The actual supervision of the cases, the assignment of the cases, the assignment of leads, the reviewing of reports and other communications is handled by SA Henry. Although Mr. Henry exercises the function of inspecting motor vehicle equipment in the Philadelphia Office, substantially his entire time is utilized in supervising Selective Service cases.

His assistant, SA Alexanderson, handles all dictation on unassigned cases, the preparation of form letters to the registrant, to the person who is listed as knowing the registrant's whereabouts and to the last known employer of the registrant. He reviews answers to these form letters. He also handles communications to the United States Attorney and to local draft boards relative to the Selective Service status of delinquent registrants and similar matters. He handles correspondence to the police, including the assignment of cases to the police for investigation. He also handles the preparation of Selective Service Information Forms and wanted notices. He dictates investigative reports based upon the investigation conducted by the police. In this connection, the investigative reports of the local police departments are rather meager, whereas those prepared by members of the Pennsylvania Motor Police are very detailed and complete. It is estimated that 3/4 of his work day is spent in dictation and 1/4 is spent in the reviewing of reports and incoming correspondence.

The Philadelphia Office has effected an arrangement with the Philadelphia Police Department whereby all persons found in custody without their Selective

Service registration certificates or latest classification cards are transferred from the precinct in which they are arrested to the City Jail, which is located in the City Hall Building directly across the street from the Philadelphia Office. Two Agents are assigned to what is known as the jail detail and they spend their time interviewing delinquent registrants in the custody of the Philadelphia Police at the City Jail. Upon obtaining the pertinent information concerning the alleged registration of these individuals, these Agents return to the Philadelphia Field Office, make the telephone calls on those registrants who are alleged to be registered within the Philadelphia Field Division to verify their registration and their status with the draft boards and on those alleged to be registered in other field divisions and they prepare teletypes to auxiliary field offices to obtain the same information. Upon receipt of the return teletypes indicating the status of the subjects, it is their duty to contact the United States Attorney to obtain his opinion as to prosecution and also the Commissioner in the event prosecution is authorized. This, of course, entails the filing of complaints and the obtaining of warrants in the latter instances. It is also their duty to notify the Philadelphia Police Department of the disposition of these cases.

It is significant to note that the Philadelphia Field Division, during the month of June, handled 211 "No Card" cases as compared to 21 in the Baltimore Office. The arrangement whereby individuals arrested in the city of Philadelphia are transferred by the police department to the City Jail is, of course, of advantage to the Philadelphia Office in that it saves telephone calls and travel and time of the Agents and makes for efficiency in the handling of this type of case.

Selective Service Squad

The Philadelphia Office presently has assigned to Selective Service work a squad of 33 Agents, including SA Alexanderson. Two of these men are on the jail detail as above mentioned. Alexanderson's duties are as above outlined.

The 30 Agents are now handling a case load of 750, making an average load of 25 per Agent. This is not excessive, in view of the rapid turn-over of Selective Service cases. 492 cases of the 1688 pending are assigned to Agents other than the 30 above mentioned. This is explained by the fact that the rural areas of the Philadelphia Field Office are zoned and investigation there is handled by 27 Resident Agents. It is more practical to assign cases in isolated areas to the Agents covering those areas on general assignment than to a member of the Selective Service Squad.

Mr. Sears is also of the opinion that in order to avoid criticism regarding the enforcing of the Selective Service Act, every case which can be assigned should be assigned to an Agent for active investigation.

There is a large turn-over of Selective Service cases in the Philadelphia Field Division as evidenced by the fact that 592 new cases were opened in June as

against 146 for the Baltimore Office.

The survey revealed that 350 files passed over the desk of SA Henry, the Selective Service Supervisor, within a 24-hour period. 92 pieces of incoming mail were received concerning Selective Service matters in the Philadelphia Office within a 24-hour period.

Overtime of Selective Service Supervisors

The overtime of SA Henry indicates that he had 103 hours, 40 minutes in April, 89 hours, 55 minutes in May and 37 hours, 35 minutes in June. During the month of June, however, he was on vacation for two calendar weeks. His average overtime was 77 hours, 3 minutes.

The handling of Selective Service matters in Philadelphia was discussed with Mr. Sears and his supervisory staff, as well as Agents assigned to Selective Service work. All of them appeared to have a good grasp of the situation.

Observations

1. Messrs. Callan and Lee agree that both in Baltimore and Philadelphia the supervision of Selective Service cases appears to be adequately handled. Mr. Ennis in Baltimore and Mr. Henry in Philadelphia appear to be representative of the higher type supervisors presently available to the Bureau. It does not appear that any additions or deletions are necessary in these offices.
2. Both Messrs. Callan and Lee agree that there is a considerable amount of inside work peculiar to the handling of Selective Service violations which can be handled advantageously by the use of Agents in the field office as distinguished from those outside actually conducting interviews; for example, the handling of telephone calls to local boards, the preparation of teletypes, the handling of telephone calls received from police departments and to police departments, etc.
3. Individuals handling such matters are, in the judgment of Messrs. Callan and Lee, not conducting supervisory duties and as such should not be charged against the office as supervisors.
4. Messrs. Callan and Lee agree that from the conditions observed in the Philadelphia and Baltimore Offices, it appears that as a broad proposition, an office with from 700 to 1000 pending cases requires the services of 1 Selective Service Supervisor.

Factors in each particular field division must, however, be taken into consideration in determining the number of Selective Service Supervisors necessary

such as the number of "No Card" cases handled by an office and the manner in which these cases are handled, the amount of road work in the division and the distinction between a rural office and one in which the work is predominantly urban.

It is the considered opinion of Supervisor Lee that a great percentage of the so-called office work presently being handled by an Agent can be properly handled by a competent, well-trained clerical employee. Supervisor Lee points out that from his observations based on file reviews in the Baltimore and Philadelphia Offices a good correspondence clerk could handle completely the average type of case until it is assigned to an Agent, at which time the supervision should properly be handled by an Agent supervisor.

Agent Lee points out that the average police investigation is of a simple nature and he can see no reason why this clerk cannot prepare all form letters and follow them to insure prompt reply and thereafter prepare the necessary letter requesting the police investigation and follow the case until the completion of the police investigation, at which time it would be turned over to the Agent supervisor for disposal. Lee can see no objection to this clerk writing reports covering investigation for the signature of the SAC. Likewise, there appears to be no reason why this clerk cannot be trained to prepare the teletypes ordering investigations in conscientious objector cases and also completely handling the "No Card" cases until such time as a personal or telephonic contact with a police department is necessary.

Agent Lee feels that in view of the critical manpower situation, the Bureau should be extremely careful to fully utilize the skills of all employees and inasmuch as all offices have a number of highly educated, competent clerical employees it is felt that more responsibility should be placed upon them and thereby release men for straight investigative work, which is the basis upon which they have been deferred under the Selective Service Act. A copy of the description of duties furnished to a local board when deferment for an Agent is requested is attached hereto.

The advisability of this procedure was discussed with the offices surveyed and the consensus of opinion, with the exception of Mr. Lee, was that it would be inadvisable to place this responsibility on a clerical employee. Mr. Sears indicated that a competent correspondence clerk could do the work of Agent Alexanderson and thereby relieve him for other assignment; however, he felt that considerable efficiency would be lost thereby and recommended against the adoption of such a procedure at this time. He stated, however, that if the Bureau desired, he would be glad to experiment with the matter in order to determine just how feasible it might be.

Mr. Callan is of the opinion that under the direction of a Selective Service Supervisor, form letters to the registrant, the person listed as knowing

his whereabouts and former employer, to local draft boards and to the police, Selective Service Information Forms, teletypes on "No Card" cases and conscientious objector cases, could be prepared by a correspondence clerk. To a certain extent, however, this is being done. In other words, in neither field office was it found that the Selective Service Supervisors were dictating verbatim form letters, but were merely instructing the stenographers to send this or that form. SA Alexanderson was utilizing daily the services of 3 stenographers. It is Agent Callan's opinion that at least 6 correspondence clerks would be necessary to handle the correspondence presently handled by the 3 stenographers. Agent Callan is also of the opinion that no clerical employee should be entrusted with the preparation of an investigative report, even under the supervision of an SAC or Selective Service Supervisor.

Recommendations

1. It is recommended that no additional Selective Service supervisory or office personnel be assigned to either the Baltimore or Philadelphia Office unless the present picture substantially changes.
2. It is recommended that the use of the 4 Agents, in addition to Supervisor Kennedy, be approved on a temporary basis for the San Francisco Office. It is felt that an inspector of the Bureau should be advised of this approval as well as of the Selective Service situation in the San Francisco Office, and it is further recommended that the inspector be instructed to carefully study the Selective Service situation in the San Francisco Office to determine that the 4 men approved, as well as Supervisor Kennedy, are being utilized to the fullest extent and that functions which can properly be handled by clerks are not being handled by the Agents.

Based upon the large number of cases presently pending in the San Francisco Office, namely, 4758, it is not felt that one supervisor can adequately handle them and it is therefore recommended that one of the 4 Agents approved for inside work in the San Francisco Office be designated as a supervisor in order to relieve the case load on Agent Kennedy. It is felt that more efficient results will be obtained by this procedure. The inspector who checks the Selective Service situation in San Francisco should be instructed to submit a detailed report on the manner in which the time of the Selective Service Supervisors and Agents assigned to office work is utilized.

3. In the absence of a specific study of a particular field office requesting additional Selective Service office personnel, it is recommended, with due regard to the "No Card" cases, that as a general proposition an office with from 700 to 1000 cases be afforded 1 supervisor and that additional men be approved at that approximate rate, it being recognized that in the higher brackets there might be a possibility of reducing the ratio.

4. It is recommended that additional office personnel assigned to aid the Selective Service Supervisor should not be considered supervisors and charged against the office unless they are, in fact, supervising the investigation of Selective Service cases by Agents assigned to that office.

Respectfully submitted,

G. C. Gallan

R. E. Lee

Attachment

cc-Mr. Tolson
Mr. Tamm
Mr. Glavin
Mr. Ladd
Mr. Lee
Mr. Gallan

WMA:MMH

June 21, 1943

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/17/91 BY SP5CJ/6ce
#323,813

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Hince, Hendon, Nichols, Carson, Tracy, Ladd, Rosen, and Acers, considered the request of Special Agent in Charge Pieper of the San Francisco Office that he be allowed to permit 4 Agents to remain in the field office during regular office hours to assist the Selective Service Supervisor to dictate letters, review and take action on telephone requests from draft boards, United States Attorney's Office, United States Marshal's Office, dictate teletypes, investigative reports and handle the large volume of telephone calls received from local law enforcement agencies relative to men in custody without draft cards. The following information furnished by Mr. Pieper from the monthly administrative report of April, 1943, was considered in connection with this request:

Selective Service Cases

Total Cases Handled.....6,046
Cases Opened.....1,216
Cases Closed.....1,366
Total Cases Pending at end of April.....4,689
Cases Closed Administratively by Memorandum.....1,127

It was pointed out to the Conference that Special Agent in Charge Pieper has advised that the 4 Agents requested would not assign cases, sign letters or in any way direct the activities of other Agents, but that such matters would be handled by Field Supervisor D. J. Kennedy, who is the regularly approved Selective Service Supervisor.

Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Inasmuch as numerous requests of a similar nature have been made by Agents in Charge who point out that a tremendous amount of investigative time can be saved by permitting Agents to remain in the office where they can handle Selective Service cases by telephone, telegraph and correspondence with law enforcement agencies and draft boards, the Executive Conference agreed to a two-day survey to be made in the Baltimore and Philadelphia Field Offices by Agents from the investigative and administrative sides of the Bureau. Mr. Ladd selected Supervisor G. C. Callan and Mr. Glavin selected Supervisor R. E. Lee.

If the above survey is approved, Messrs. Callan and Lee will be appropriately instructed.

cc: Mr. Glavin

W. R. Glavin
Secretary

Respectfully,
For the Conference

Clyde Tolson
Chairman

66-2554-

ORIGINAL FILED IN 66-62-25-570

WVA:MTS

July 17, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Ladd, Mumford, Clegg, Coffey, Carson, Tracy, Quinn Tamm, Hendon, and Acers, considered the results of a survey covering a period of two weeks, during which time telephone calls, teletypes, and visitors were recorded for the hours from Midnight to 8:00 A.M., for the purpose of making recommendations concerning the closing of these offices during those hours. This survey was made in view of the increasing shortage of male clerical personnel. Inquiry was made of 21 inland offices, where it was believed the possibility existed of closing these offices during the Midnight to 8:00 A.M. period. Each office was considered individually so that the Director may consider the action taken on each office.

ALBANY

During a representative two-week period, the Albany Office received 11 telephone calls, no expedite telegrams, and received no visitors from Midnight to 8:00 A.M. The SAC believes the office may be closed from 2:00 A.M. to 8:00 A.M.

The majority of the Conference, consisting of Messrs. Tolson, Mumford, Carson, Tracy, Hendon, and Acers, believed that the office should be closed from Midnight until 8:00 A.M.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Quinn Tamm _____
Mr. Glavin _____
The minority of the Conference, consisting of Messrs. Clegg, Quinn Tamm, Coffey, and Ladd, believed that the office should be kept open as long as male clerical personnel is available.

Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
For the Director's information, there are presently 6 male clerks assigned to Albany, none of whom are in 1A under the draft. However, several of these will undoubtedly be transferred to Syracuse upon the opening of that office in August.

BUTTE

RECORDED
166-2554-1
NOT RECORDED

Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____
The Butte Office during the two-week survey period received no expedite telephone calls or teletypes and no visitors. The SAC recommends that the office be closed from Midnight to

34 AUG 31 1943

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/17/91 BY SP5CJ/6C
#323013

ORIGINAL COPY FILED IN 66-2554-13

8:00 A.M. There are two male clerical employees assigned to Butte at the present time; however, it is expected that both of these employees will shortly be in the Army, necessitating that an Agent work this shift.

The Conference unanimously approved closing the Butte Office from Midnight until 8:00 A.M.

DENVER

The Denver Office, during the two-week survey period, received 3 telephone calls, one of which was classified by the SAC as expedite, 8 teletypes, and one visitor. The SAC recommends that the office be kept open at all times.

The majority of the Conference, consisting of Messrs. Tolson, Mumford, Carson, Tracy, Hendon, and Acers, was of the opinion that the office should be closed from Midnight until 8:00 A.M.

The minority of the Conference, Messrs. Clegg, Quinn Tamm, Coffey, and Ladd, believed the Denver Office should be kept open as long as male clerical employees are available.

There are presently 4 male clerical employees assigned to the Denver Office, none of whom are in IA.

DES MOINES

During the survey period the Des Moines Office received one telephone call, 3 teletypes, and no visitors, during the hours from Midnight to 8:00 A.M. The SAC believes there is no need for keeping the office open from Midnight until 8:00 A.M.

The majority of the Conference, consisting of Messrs. Tolson, Mumford, Carson, Tracy, Hendon, and Acers, was of the opinion that the office should be closed from Midnight until 8:00 A.M.

The minority of the Conference, Messrs. Clegg, Quinn Tamm, Coffey, and Ladd, believed the Des Moines Office should be kept open as long as male clerical employees are available.

There are presently 6 male clerical employees assigned to the Des Moines Office, none of whom are classified in IA.

GRAND RAPIDS

During the survey period the Grand Rapids Office received 5 telephone calls, one teletype, and no visitors. The SAC suggests

66-2524

July 17, 1943

700 S 1248

that the Grand Rapids Field Office be closed between the hours of Midnight and 8:00 A.M.

The majority of the Conference, consisting of Messrs. Tolson, Mumford, Carson, Tracy, Hendon, and Acers, believed the office should be closed from Midnight until 8:00 A.M.

Messrs. Quinn Tamm, Ladd, and Coffey, believed that it should be kept open as long as male clerical personnel is available.

Mr. Clegg was of the opinion that it should be kept open at all times, even though Agent personnel had to be used, pointing out that the Grand Rapids Office covers the locks at Sault Saint Marie.

There are presently 4 male clerks assigned to the Grand Rapids Office, none of whom are classified in 1A.

HUNTINGTON

During the period of the survey the Huntington Office received 2 telephone calls, 6 teletypes, and no visitors. The SAC does not feel it is necessary to keep the office open from Midnight to 8:00 A.M., and recommends that the office be closed.

The majority of the Conference, consisting of Messrs. Tolson, Mumford, Carson, Tracy, Hendon, and Acers, believed that the office should be closed from Midnight until 8:00 A.M.

The minority of the Conference, consisting of Messrs. Clegg, Quinn Tamm, Coffey, and Ladd, believed that as long as male clerical personnel is available the office should be kept open.

There are presently 2 male clerks assigned to the Huntington Office, one of whom is classified in 1A.

INDIANAPOLIS

During the period of the survey, the Indianapolis Office received 11 telephone calls and a number of teletypes and telegrams. The SAC recommends that the office remain open 24 hours a day.

The Conference was of the unanimous opinion that this office should be kept open 24 hours a day.

There are presently 6 male clerks assigned to the Huntington Office, none of whom are in 1A.

JACKSON

During the period of the survey, 2 telephone calls, 4 teletypes, and no visitors were received. The SAC recommends that the

office be closed from Midnight to 8:00 A.M.

The majority of the Conference, consisting of Messrs. Tolson, Mumford, Carson, Tracy, Hendon, and Acers, believed that the Jackson Office should be closed from Midnight to 8:00 A.M.

The minority of the Conference, consisting of Messrs. Clegg, Quinn Tamm, Coffey, and Ladd, believed that the office should be kept open as long as male clerical personnel is available.

There are presently 5 male clerks assigned to the Jackson Office, one of whom is classified in 1A under the draft.

KANSAS CITY

During the period of the survey, 4 telephone calls, 13 teletype messages, and 2 callers were received. The majority of these were expedite. The SAC recommends that the Kansas City Office be kept open 24 hours a day.

The Conference was of the unanimous opinion that the Kansas City Office should be operated on a 24-hour basis.

There are presently 4 male clerical employees in this office, none of whom are classified in 1A.

KNOXVILLE

During the period of the survey, there were 7 phone calls, 6 teletype messages, and no visitors received in the Knoxville Office. The SAC recommends that the office be closed from Midnight until 8:00 A.M.

The majority of the Conference, consisting of Messrs. Tolson, Mumford, Carson, Tracy, Hendon, and Acers, was of the opinion that the office should be closed during those hours.

The minority of the Conference, Messrs. Clegg, Quinn Tamm, Coffey, and Ladd, was of the opinion that the office should be kept open as long as male clerical personnel is available.

At present there are 2 male clerical employees at this office, neither of whom is in 1A.

LITTLE ROCK

During the period of the survey, there were 3 telephone calls, no expedite teletypes, and no visitors at the Little Rock Office. The

SAC believes there is no particular need for keeping the office open from Midnight to 8:00 A.M.

The majority of the Conference, consisting of Messrs. Tolson, Mumford, Carson, Tracy, Hendon, and Acers, was of the opinion that the office should be closed during those hours.

The Minority of the Conference, Messrs. Clegg, Quinn Tamm, Coffey, and Ladd, was of the opinion that the office should be kept open as long as male clerical personnel is available.

At present there is one male clerical employee at this office and he is classified in 2B under the Selective Service.

LOUISVILLE

This office during the two-weeks survey period received 4 expedite telephone calls, 3 expedite teletypes, and no visitors. The SAC recommends that the office be maintained on a 24-hour basis.

The Conference was of the unanimous opinion that it should be kept open on a 24-hour basis.

There are presently 3 male clerical employees in the Louisville Office, 2 of whom are classified in 1A.

MEMPHIS

During the two-weeks survey the Memphis Office received 2 telephone calls, no teletypes, and had 2 visitors. The SAC recommended that the office not remain open from Midnight until 8:00 A.M.

The majority of the Conference, consisting of Messrs. Tolson, Mumford, Carson, Tracy, Hendon, and Acers, was of the opinion that the office should be closed during those hours.

The minority of the Conference, Messrs. Clegg, Quinn Tamm, Coffey, and Ladd, was of the opinion that the office should be kept open as long as male clerical personnel is available.

Subsequent to the Conference's consideration of this matter, a teletype was received from the Memphis Office under date of July 17, 1943, advising that the last two male clerical employees of that office terminated their services on Saturday, July 17, 1943, having been inducted into the Army. At present Special Agents are working the night shift and the SAC has requested authority to close the office from Midnight until 8:00 A.M. He was advised to continue to keep the office open on a 24-hour basis by assigning Special Agents to work those hours until further advice was received from the Bureau.

OKLAHOMA CITY

During the period of the survey, there were received in the Oklahoma City Office 2 telephone calls, 3 teletypes, and no visitors. The SAC recommended that the office be closed from Midnight until 8:00 A.M.

The majority of the Conference, consisting of Messrs. Tolson, Mumford, Carson, Tracy, Hendon, and Acers, was of the opinion that the office should be closed during those hours.

The minority of the Conference, Messrs. Clegg, Quinn Tamm, Coffey, and Ladd, was of the opinion that the office should be kept open as long as male clerical employees are available.

There are presently 5 male clerical employees in the Oklahoma City Office. Of these, one is classified in 1A.

OMAHA

No telephone calls, one teletype, and no visitors were received in the Omaha Office during the survey period. The SAC states that it does not appear necessary to keep the office open between those hours, from Midnight until 8:00 A.M.

The majority of the Conference, consisting of Messrs. Tolson, Mumford, Carson, Tracy, Hendon, and Acers, was of the opinion that the office should be closed from Midnight until 8:00 A.M.

The minority of the Conference, Messrs. Clegg, Quinn Tamm, Coffey, and Ladd, was of the opinion that the office should be kept open as long as male clerical personnel is available.

There are presently 3 male clerical employees in the Omaha Office, none of whom are classified in 1A.

PHOENIX

During the survey period of two weeks this office received 5 telephone calls, 3 teletypes, and 1 visitor. The SAC feels it is unnecessary to keep the office open from Midnight until 8:00 A.M.

The majority of the Conference, consisting of Messrs. Tolson, Mumford, Carson, Tracy, Hendon, and Acers, was of the opinion that the office should be closed from Midnight until 8:00 A.M.

The minority of the Conference, Messrs. Clegg, Quinn Tamm, Coffey, and Ladd, was of the opinion that the office should be kept open as long as male clerical personnel is available.

Memorandum for the Director

- 7 -

There are presently 4 male clerical employees in the Phoenix Office, none of whom are classified in 1A.

ST. LOUIS

During the survey period the St. Louis office received 39 telephone calls, 7 teletypes, and 3 visitors. The SAC recommends that the office be closed from Midnight until 8:00 A.M.

The Conference was of the unanimous opinion that the St. Louis Office should remain open 24 hours a day.

There are 6 male clerical employees presently assigned to St. Louis, none of whom are in 1A at the present time.

ST. PAUL

During the survey period the St. Paul Office received 9 telephone calls, 10 teletypes, and no visitors. The SAC recommends that the office be kept open 24 hours a day.

The Conference was of the unanimous opinion that the St. Paul Office should operate on a 24-hour basis.

There are 5 male clerical employees presently assigned to this office, none of whom are in 1A at the present time.

SALT LAKE CITY

During the survey period the Salt Lake City Office received 23 telephone calls, 5 teletypes, and no visitors. The SAC recommends that the office be operated on a 24-hour basis.

The Conference was of the unanimous opinion that the Salt Lake City Office should operate on a 24-hour basis.

There is presently one male clerical employee in this office. He is classified in 1C, which is the classification given members of the land or naval forces of the United States. He was given an honorable discharge after serving several months in the Army because of an injury.

SIoux FALLS

This office received 7 telephone calls, no teletypes, and no visitors during the two-weeks survey period. The SAC believes arrangements can be perfected to receive emergency calls at his residence or that of the Assistant SAC to handle such calls from Midnight

to 8:00 A.M. However, he believes if any field office is to remain open, they all should remain open.

The majority of the Conference, consisting of Messrs. Tolson, Mumford, Carson, Tracy, Hendon, and Acers, was of the opinion that the office should be closed during those hours.

The minority of the Conference, Messrs. Clegg, Quinn Tamm, Coffey, and Ladd, was of the opinion that the office should be kept open as long as male clerical employees are available.

There are presently 2 male clerical employees assigned to this office, neither of whom is in 1A.

SPRINGFIELD

The Springfield Office during the survey period received 12 telephone calls, 10 teletypes, and no visitors. The SAC believes the office should operate on a 24-hour basis.

The Conference was of the unanimous opinion that the Springfield Office should operate on a 24-hour basis.

There are presently 4 male clerical employees assigned to the Springfield Office, none of whom are classified in 1A.

* * * * *

In considering the telephone calls and teletypes set out above, it should be noted that none were expedite unless specifically referred to as such.

If the closing of any office is approved during the hours from Midnight until 8:00 A.M., appropriate instructions will be issued immediately relating to communications and security. Thereafter, the offices closed from Midnight until 8:00 A.M. will be indicated by asterisks on the Bureau mailing list.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

MWA:LMH

July 23, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Hendon, Mumford, and Acers, considered the present hours of the Hygiene Bureau and were unanimously in favor of opening it at 8:30 A.M. instead of 7:30 A.M., the present opening hour.

A check of the calls during a one month period discloses that on no morning has there been more than three employees who have called at the Hygiene Bureau prior to 8:30 A.M. For the Director's information, by having the Health Service open at 8:30 A.M. in the morning the services of another nurse will be provided from 4:00 to 5:00 in the evening, which is a relatively heavy time for the health service at the Armory.

The present hours of the Hygiene Bureau are:

| | |
|------------------|------------------------|
| Justice Building | 7:30 A.M. to 9:30 P.M. |
| Armory | 8:30 A.M. to 5:30 P.M. |

If the Director approves the present suggestion that the Hygiene Service open at 8:30 A.M., the hours will then be:

| | |
|------------------|------------------------|
| Justice Building | 8:30 A.M. to 9:30 P.M. |
| Armory | 8:30 A.M. to 5:30 P.M. |

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc: Mr. Glavin

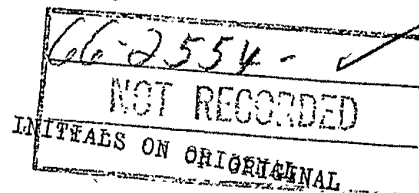
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/17/91 BY SP-5/6/91

#323,013

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary



61 JUL 29 1943

ORIGINAL COPY FILED IN 62-26780-29

LAH:MM

July 12, 1943

THE DIRECTOR

0
The Executive Conference considered the question of informing clerical employees in field offices of the contents of Bureau bulletins. At the present time, bulletins are furnished to the field offices in sufficient numbers for investigative employees and for the files, only. Enough copies for clerical employees are not furnished.

Mechanical Section has advised that Special Agents in Charge are writing in and asking for a sufficient number so that one may be distributed to each clerical employee. Mr. Renneberger has reported that if this practice is followed at least twice as many will have to be prepared.

A review was made of the last eleven bulletins and it was found that there is usually no more than one section of the bulletin of interest to the clerical employees.

RECOMMENDATION: The Executive Conference recommended that Special Agents in Charge be advised that a sufficient number of copies for clerical employees will not be furnished but that it is the responsibility of Special Agents in Charge to review each bulletin and to call to the attention of all clerical employees any part of a bulletin which is of interest to clerical employees.

Mr. Tolson_____ If approved, the attached letter will be sent.

Mr. E. A. Tamm_____

Mr. Clegg_____ Those present at the Conference were Messrs. Glavin, Tracy, Coffey,

Mr. Coffey Tamm, Carson, Acers, Mumford, Hendon, and Hince.

Mr. Glavin_____

Mr. Ladd_____

Mr. Nichols_____

Mr. Rosen_____

Mr. Tracy_____

Mr. Carson_____

Mr. Harbo_____

Mr. Hendon_____

Mr. McGuire_____

Mr. Mumford_____

Mr. Piper_____

Mr. Quinn Tamm_____

Mr. Nease_____ cc - Mr. Glavin

Miss Gandy_____

Respectfully,
For the Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/17/84 BY SP-5 CJB/see

#323813

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-1
NOT RECORDED

ORIGINAL COPY FILED IN 66-2554-493

50 JUL 20

LAH:MM

July 12, 1943

THE DIRECTOR

The Executive Conference considered the request of the United States Marshal for the District of New Jersey that his deputies be trained in the use of firearms by Bureau personnel. This request was transmitted by Special Agent in Charge McKee.

It was pointed out to the Conference that the Director in March of 1943 (62-53439-105) approved an Executive Conference recommendation that the Bureau agree to prepare a program for the training of Marshals and assist by giving instruction in the event the Attorney General makes a request of the Bureau along these lines.

The current request comes from a United States Marshal directly.

RECOMMENDATION: The Executive Conference recommended that the Bureau not accede to the request in this individual instance for the reason that any program for the training of United States Marshals should be a coordinated one. Otherwise, isolated requests may conflict with any general program approved by the Attorney General.

The Conference unanimously recommended that Mr. McKee be instructed to inform the United States Marshal of the necessity for having any training coordinated with the Department's general plan.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

A letter to Mr. McKee is attached for approval.

Those present at the Conference were Messrs. Glavin, Tracy, Coffey, Quinn Tamm, Carson, Acers, Mumford, Hendon, and Hince.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/17/01 BY SP5C/BCE
#323013

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-
NOT RECORDED
DETAILS ON ORIGINAL

ORIGINAL FILED IN 62-53439-106

52 JUL 22 1943

~~CONFIDENTIAL~~

WRG:MTS

July 7, 1943

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

The Executive Conference, consisting of Messrs. Tolson, Tracy, Quinn Tamm, Acers, Carson, Coffey, Hendon, Hince, Ladd, Mumford, Rosen, and Glavin, considered the desirability of establishing a telecrypton system between the Bureau's representatives in London and the Bureau at Washington, D. C.

The Conference was advised that telecrypton machines would cost approximately \$900 each and that auxiliary equipment to be used in connection with each telecrypton machine would cost approximately \$50 a month. So far as the cable facilities are concerned, the regular cable rate per word between London and Washington would be charged. The regular government rate to London from Washington is 12¢ per word, with a 60% increase per word when code or cipher is used.

It was pointed out to the Conference that at the present time there are eleven channels using this type or similar types of equipment between this country and London--one by the War Department, one by the State Department, one by the Commander-in-Chief of the Canadian Northwest Atlantic at Halifax, one by the Port of Embarkation, New York, four for the United States Navy, one for the

Mr. Tolson one for the [redacted] one for the Office of Strategic Services, and [redacted] There are no [redacted] available on the cable at this particular time and Western [redacted] officials state that it would be necessary to secure clearance for future use with the Board of War Communications.

Mr. Nichols
Mr. Rosen The Conference feels that the initial cost of \$1,800 for the two teletype machines, the recurring cost of \$1,200 for auxiliary equipment, making the cost \$3,000 for the first year, and added on to that the cost per word for all cable messages sent, make the cost out of reason for the service which would be rendered.

Mr. McGuire
Mr. Mumford The Conference feels that delays in messages from London to the Bureau are not such that this expenditure would be warranted.

Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Classified by 47791
Declassify on: OADR 323013

59 JUL 22 1943

~~CONFIDENTIAL~~

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|----------------------|
| 66-2554 |
| NOT RECORDED |
| INITIALS ON ORIGINAL |

ORIGINAL COPY FILED IN 66-16259-3

b7D

JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.
September 2, 1943

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

MWA/elg

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, consisting of Messrs. Rosen, Mumford, Hince, Hendon, Coffey, Tracy, and Acers, considered a request submitted by Special Agent Franklin M. Stone of Division Five for approval of his request for additional gasoline rationing allotment.

The Director's signature on the attached form merely certifies that to the best of his knowledge the facts set out in Mr. Stone's application concerning the place of employment and number of miles driven to and from his headquarters are accurate.

The Conference recommends approval of Mr. Stone's request.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/23/81 BY SP-1/BCA

#323813

9/3/43
approved by
Director

9/3/43
forwarded to Stone

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC-Mr. Glavin



50 SEP 1

RECORDED
& INDEXED

66-2554-2071

37 SEP 6 1943

TOLSON

UNRECORDED COPY FILED IN ALPHABETICAL

JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

August 31, 1943

MWA/elg

MEMORANDUM FOR THE DIRECTOR

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

The Executive Conference, consisting of Messrs. Tracy, Quinn Tamm, Coffey, Hendon, Clegg, Hince, Ladd, Mumford, Rosen, and Acers, considered Mr. E. A. Tamm's request for approval of his request for additional gasoline allotment.

The Director's signature on the attached form merely certifies that to the best of his knowledge the facts set out in Mr. E. A. Tamm's application concerning the place of employment and number of miles driven to and from his headquarters are accurate.

The Conference recommends approval of Mr. Tamm's request.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/23/94 BY SP5 BJA/bce

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc: Mr. Glavin



SEP 1 1943

RECORDED
& INDEXED

66-2554-2072
37 SEP 6 1943
TOLSON
H

UNRECORDED COPY FILED IN ALPHABETICAL

LAH:BG

October 4, 1943

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/23/91 BY SP5CJ/602
#323013

THE DIRECTOR

The Executives' Conference, those present being Messrs. E. A. Tamm, Tolson, McGuire, Mumford, Rosen, Carson, Quinn Tamm, Tracy, Ladd, Hendon, Acers, Glavin and Hince, considered the suggestion of United States Attorney Alexander M. Campbell of Indiana. Mr. Campbell stated that usually signed statements and confessions are kept in the field office and on some occasions the agent conducting the investigation is transferred before the case goes to trial. He states that when the case is set down for trial, the agent is subpoenaed from his new post of duty and when he reports for the trial, both he and the United States Attorney are without the signed confession.

Mr. Campbell suggests that signed confessions accompany the report which is delivered to the United States Attorney.

It was pointed out to the Executives' Conference by Mr. E. A. Tamm that the practice suggested by United States Attorney Campbell was in vogue many years ago and that as a result there were numerous instances in which signed statements were lost in the office of the United States Attorney.

The Conference felt that it would be undesirable to change our present practice. The present practice is to retain signed statements and confessions in the field office file except when the United States Attorney specifically requests that he be furnished with the original of the signed statement. In such cases, upon his request, the signed statement is delivered to the United States Attorney.

RECOMMENDATION: The Conference recommended that our present policy be continued but that United States Attorney Campbell be informed that instructions are being issued to the Indianapolis office to make certain that all signed statements or confessions are available to the United States Attorney at trials wherein any Bureau Agent is present as a witness to the taking of the signed statement.

It would appear from Mr. Campbell's suggestion that in some instances there has been a failure on the part of the Indianapolis office to make available to an agent appearing for a trial the signed statement in the case. A letter to Mr. Campbell has been prepared.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____
cc Mr. Glavin
OK - but why
not caution all
offices re this
by JPH
OCT 5 1943

August 24, 1943

LAH:WKB
Sugg. #98

Employee: Agt. R. Forbes
Barrett

THE DIRECTOR

Members present: Messrs. Coffey, Ladd, Nichols, Rosen,
Tracy, Hendon, Carson, Acers, Mumford and Hince.

Employee suggests: That field offices be allowed to
separate the content of investigative files into two sections, one
section to contain one copy only of each report the other section to
contain duplicate copies of reports and communications. He points out that
this would facilitate the review of files.

RECOMMENDATION: Unfavorable - The Conference pointed out that it would
be impracticable to tear down the files into two sections because each
time copies of reports were added to the file it would be necessary to
physically separate the file in order to insert one copy in the front
section and one copy in the back section.

Employee advised by letter.

Respectfully,
FOR THE CONFERENCE

Mr. Tolson
Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Harbo

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Piper

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED

NOT RECORDED

57 SEP 7 1943

INITIALS ON ORIGINAL - 8

57 SEP 16 1943

ORIGINAL COPY FILED IN

August 24, 1943

LAH:WKB

Suggestions #55 & #57

Employee: Agt. T. Howard
Waldron

THE DIRECTOR

Members present: Messrs. Coffey, Ladd, Nichols, Rosen, Tracy, Hendon, Carson, Acers, Mumford and Hince.

(1) Employee suggests: That all Special Agents who score less than 80% on the Practical Pistol Course be given additional firearms practice.

RECOMMENDATION: Unfavorable - The Conference felt that inasmuch as our standard has been set that we should conform to it and that Special Agents who make passing grades should not be required to take additional training. This is modified by the discretion of the SAC to provide additional training to any Agent he considers weak.

(2) Employee suggests: That an Agent thoroughly trained in surveillance work deliver lectures at New York, Chicago, Philadelphia, Washington, Baltimore and other cities.

RECOMMENDATION: Unfavorable - The Conference pointed out that such instruction would be a duplication of instruction now given in the Training Courses including the Inservice Course.

A letter to the employee has been prepared.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

166-2554-1
NOT RECORDED
55 SEP 17 1943

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/17/99 BY SP5CJ/bce
#323,813

cc Mr. Glavin

53 SEP 21 1943

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UNRECORDED NO STAMP

LAN:BG

August 24, 1943

THE DIRECTOR

0
The Executives Conference, those present being Messrs. Ladd, Nichols, Rosen, Tracy, Hendon, Carson, Mumford, Acers and Hince, considered the suggestion of Mr. Gerhard P. Humdt that typists', stenographers' and translators' daily reports be prepared on a new form, one-half page in length, in place of the present full-page report.

The Conference was informed that a survey was made of the use of these reports in the various divisions at the Seat of Government and in the field. This survey resulted in information that it is impossible for the field to use less than a full-page report due to the fact that all pending work is listed, and the Conference felt that this was a desirable practice. In the SIS Section and in the Laboratory there are special reasons for detailed listing of matters pending and the half-page report would not be practicable. In the Security Division generally and in the Identification, Training, Administrative, Communications and Records, and Investigative Divisions it is possible for a one-half page report to be used for large numbers of the reports.

RECOMMENDATION: The Conference recommended that the daily report forms be made available in half-page size so that these may be used where possible in order to save paper.

If approved, a memorandum for Mr. Glavin has been prepared.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/17/91 BY [signature]
#323073

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lavin _____
add _____
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racy _____
cers _____
arson _____
arbo _____
endon _____
umford _____
tarke _____
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andy _____

by

58 NOV 2 1943
cc-Mr. Glavin

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57 OCT 25 1943

[signature]

INITIALS OF ORIGINAL

August 24, 1943

THE DIRECTOR

The question was submitted to the Inspectors who, with the exception of Mr. Scheidt, unanimously recommended that the conferences be continued. Mr. Brantley indicated that they were worthwhile and should be continued regardless of the number of agents who may attend them. Mr. Connelley felt that their value would increase with the decrease in the number of agents attending each conference. Mr. Gurnea stated that he was definitely of the opinion that they should be continued, that they were beneficial, instructive and served a valuable purpose. Mr. Harbo felt that they were helpful although the problem of holding them might be simplified if the new agents were sent to the larger offices upon completion of training school. Mr. Hendon believed the conferences were valuable.

Respectfully,
FOR THE CONFERENCE

DATE 4/17/91 BY SP5 G/bce
#323813

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NOT RECORDED
55 SEP 16 1943

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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SEP 21 1943
cc Mr. Glavin

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JOHN EDGAR HOOVER
DIRECTOR

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

August 24, 1943

MEMORANDUM FOR THE DIRECTOR

EX
The Executive Conference considered the question of preparing albums as souvenirs for visiting law enforcement officials from other countries of the Western Hemisphere.

Those present at the conference were Messrs. Coffey, Glavin, Ladd, Nichols, Tracy, Hendon, Mumford, Acers, and Hince.

The Conference recommended that the albums be limited to the following:

- 1 copy for the Director
- 1 copy for the visiting official
- 1 copy for the United States Ambassador to the country of the visiting official

The Conference pointed out that in the event there is any special reason why additional copies should go to persons outside the Bureau, such as the President of the country from which the official comes, each case can be considered separately. In the absence of special exceptions, however, only three copies will be made in the future, if approved.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/17/91 BY SP5 CJB/CE
#383,013

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Glavin

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NOT RECORDED
70 SEP 1 1943

57 SEP 26 1943

ORIGINAL FILED IN 64-2-1-3-124

JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

September 7, 1943

MWA/elg

MEMORANDUM FOR THE DIRECTOR

Mr. Tolson ✓
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Acers
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Starke
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

The Executive Conference, consisting of Messrs. Tracy, Quinn Tamm, Coffey, Clegg, Mumford, Rosen, and Acers, considered a request submitted by Special Agent R. B. Yadon, Jr., of Division 5, for approval of his request for additional gasoline rationing allotment.

For the Director's information, Special Agent Yadon transports three other Bureau employees to work in his personally-owned car.

The Director's signature on the attached form merely certifies that to the best of his knowledge the facts set out in Special Agent Yadon's application concerning the place of employment and the number of miles driven to and from the Bureau are accurate.

The Conference recommends approval of Special Agent Yadon's request.

Respectfully,
For the Conference

W. R. Glavin
Chairman

W. R. Glavin
Secretary

cc-Mr. Glavin



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DATE 4/23/97 BY 5152/pie

#323013

RECORDED & INDEXED

28 SEP 8 1943

ALPHABETIC
UNRECORDED COPY FILED IN

66-2554-2074

SEP 8 1943

LAH:amr

September 30, 1943

THE DIRECTOR

Mr. E. H. Huston, of the Chief Clerk's Office, suggests the addition to Bureau Forms FD-12 and FD-13, which are acknowledgments of the receipt of expendable and non-expendable property, of a column to be entitled "Requisition Number or Source of Acquisition."

This suggestion, if approved, would permit the Chief Clerk's Office to readily identify items which it is not possible to identify now without additional correspondence.

RECOMMENDATION: Favorable.

ACTION TO BE TAKEN: If approved, Mr. Glavin should arrange for the revision of the existing forms which are now about to be reprinted. A memo to Mr. Glavin is attached.

Those present at the Conference were Messrs. Tolson, Coffey, Glavin, Ladd, Rosen, Tracy, Hendon, Carson, Quinn Tamm, Acers, Mumford and Hince.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/23/91 BY SP5C/6C
#323,813

Glyde Tolson
Chairman

RECORDED

W. E. Glavin
Secretary

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coy
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Acers
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Starke
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Glavin
Attachment

4 OCT 5 1943

66-2554-2075
F F
15 OCT 1943

FBI File Number 66-HQ-2554, Section 21

AR:AT

June 24, 1940

SUGGESTION #79
R. H. CUNNINGHAM

MEMORANDUM FOR THE DIRECTOR

The Executive Conference considered the above suggestion, with reference to the handling of mail covers by the various field offices, and is of the opinion that the adoption of the same would lead to considerable difficulty, inasmuch as the information would not be incorporated in report form nor move through the desired channels in accordance with existing regulations, and therefore recommends that it receive unfavorable consideration.

Those present were Messrs. Tolson, Nathan, E. A. Tamm, Clegg, Foxworth, Ladd, Nichols, Glavin, Q. Tamm, and Rosen.

A letter of appreciation to Mr. Cunningham is attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

NOT RECORDED

66-2554

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED 323,013
DATE 7/16/90 BY SP5C/LMS

ORIGINAL FILED IN 66-2554-353

JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

September 7, 1943

MWA/elg

MEMORANDUM FOR THE DIRECTOR

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

The Executive Conference consisting of Messrs. Tracy, Quinn Tamm, Coffey, Clegg, Mumford, Rosen, and Acers, considered a request submitted by Mr. Fred V. Forbing, Stenographer in Division III, for approval of his request for additional gas rationing allotment.

For the Director's information, Mr. Forbing transports four other people to work in his personally-owned car.

The Director's signature on the attached form merely certifies that to the best of his knowledge the facts set out in Mr. Forbing's application concerning the place of employment and the number of miles driven to and from the Bureau are accurate.

The Conference recommends approval of Mr. Forbing's request.

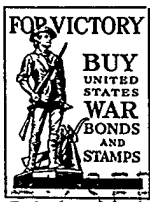
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/24/91 BY SP5/BJE
#353,013

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC-Mr. Glavin



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EX-5

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UNRECORDED COPY FILED IN

JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice

Washington, D. C.

September 2, 1943

MWA/elg

MEMORANDUM FOR THE DIRECTOR

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

The Executive Conference, consisting of Messrs. Rosen, Mumford, Hince, Hendon, Coffey, Tracy, and Acers, considered a request submitted by Special Agent Marcus A. Hollabaugh for approval of his request for additional gas rationing allotment.

For the Director's information, Agent Hollabaugh transports one Special Agent (L) to work in his personally-owned car.

The Director's signature on the attached form merely certifies that to the best of his knowledge the facts set out in Mr. Hollabaugh's application concerning the place of employment and number of miles driven to and from his headquarters are accurate.

The Conference recommends approval of Mr. Hollabaugh's request.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/24/91 BY SP-1/BJE

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9/2/43

approved
Director

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

W
Jamm signed
9-2-43
Hers

cc-Mr. Glavin



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Detached
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JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

September 7, 1943

MWA/elg

MEMORANDUM FOR THE DIRECTOR

Mr. Tolson ✓
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin ✓
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Acers
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Starke
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy

The Executive Conference, consisting of Messrs. Tracy, Quinn Tamm, Coffey, Clegg, Mumford, Rosen, and Acers, considered a request submitted by Mr. Ewell C. Richardson of Division 5 for approval of his request for additional gas rationing allotment.

For the Director's information, Special Agent Richardson transports three other Bureau employees to work in his personally-owned car.

The Director's signature on the attached form merely certifies that to the best of his knowledge the facts set out in Special Agent Richardson's application concerning the place of employment and the number of miles driven to and from the Bureau are accurate.

The Conference recommends approval of Special Agent Richardson's request.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/24/91 BY SP5 JBC

#323,513

Respectfully,
For the Conference

Clyde Tolson
Chairman

RECORDED
W. R. Glavin
Secretary

SEP 9 1943



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ALPHABETICALLY
66-3399-11

cc
Time

September 7, 1943

THE DIRECTOR

The Executive Conference, Messrs. Rosen, Mumford, Ladd, Hince, Clegg, Hendon, Agers, Coffey, Tracy and Quinn Tamm being present, considered a suggestion submitted by Stanley Pitt of the Technical Section that the Bureau through the Law Enforcement Bulletin publicize the fact that Police Departments should forward on fingerprint cards the FBI number where it is available.

The Conference was unanimously of the opinion that this should be done and recommends that a full page in the Law Enforcement Bulletin be utilized to point out the desirability of forwarding on the back of fingerprint cards the FBI number where available.

The Conference also recommends that on the margin of each page of the insert to the Law Enforcement Bulletin a notation be placed to the effect that where the FBI number is available it should be forwarded to the Identification Division.

If you approve, this will be placed in effect. There is attached hereto a letter to Stanley Pitt thanking him for his suggestion.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/24/91 BY SPIC/PC
#323013

Respectfully,
For the Conference

Glyde Tolson, Chairman

U. R. Glavin, Secretary

166-2554-
NOT RECORDED
55 SEP 18 1943

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September 7, 1943

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/23/91 BY SP5 a/bce
#323,813

THE DIRECTOR

RE: ENCOURAGING THE USE OF PERSONALLY-
OWNED CARS ON OFFICIAL BUSINESS.

It was pointed out that in some divisions Bureau cars are now being driven 50,000 miles per year. The suggestion was that the Bureau encourage, rather than discourage, the use of personally owned cars by Special Agents. It was pointed out that the Special Agent in Charge can approve the use of personally owned cars at his discretion if no government car is available. There is no encouragement for the use of personally owned cars and there is admittedly considerable discouragement.

Executive Conference Consideration:

Those favoring the suggestion point out that cars in some divisions being driven such a large amount should automatically suggest that the Bureau plan for the future and permit Agents to use personally-owned cars to prevent the wearing out of official cars; particularly, if the war lasts a long time, it would be expected that many cars would be worn out and the reserve supply will not last for long and that it would be a patriotic thing for the Agents to let their cars whenever available and the Bureau should take advantage of these offers whenever strict requirements of the government permit.

Those opposed point out that it is necessary to make several reports quarterly for the Byrd Committee and other agencies as to the use of government cars and as to whether government cars were available when they were not used and it is feared that if they are not used so fully as necessary and available they will be taken away from the Bureau. It was also feared that Agents might use this as a pretext to get rationed gas and tires, and there is a government requirement that government cars be used if they are available.

Votes:

66-2554-✓
NOT RECORDED

At Chicago, those favoring encouraging the use of personally-owned cars within the restrictions placed on the Bureau were Messrs. Scheidt, Erentley and Clegg and in the Executive Conference, Messrs. Tracy, Hendon, Glavin, Hince and Clegg favored the suggestion.

Those opposed at Chicago were Messrs. Drayton, Glavin and Egan. At Washington in the Executive Conference, those opposed were Messrs. Glavin, Carson, Nichols, Acers, Ladd, Mumford, Rosen and Coffey.

Respectfully,
FOR THE CONFERENCE

cc - Mr. Glavin

Glyde Tolson
Chairman

W. B. Glavin
Secretary

ORIGINAL COPY FILED IN 66-2554-4

September 24, 1943

HHC:amr

THE DIRECTOR

RE: IN-SERVICE CLERICAL SCHOOL

A suggestion made by Mr. Tolson was given consideration by the Executive Conference for the holding of a three or four day in-service clerical school. Tentative discussions led to an approval of the following over-all program:

1. There would be 100 clerical employees in each class. Approximately 50 per cent would be those clerical employees who have been longest in the Bureau, and the remaining 50 per cent would be newer employees. No employee would enter the class until after they had been in the Bureau for a total period of six months or more. By having both older and newer employees in the same class, it is believed it would lead to better "absorption" of the newer members into the Bureau with the proper esprit de corps. Only those employees with a title of less than Special Agent would be eligible to attend. Laboratory technicians who have not yet attended Special Agents' classes would attend from time to time in small groups whenever any difficulty is encountered in filling a class to a total of 100, and it will be explained to the laboratory technicians thus selected that this does not mean they are being looked upon as clerical employees but that this provides them an opportunity to become better acquainted with other phases of the Bureau's work.

2. The program will be so arranged that there will be no long session of talks, but rather, following one or two talks, there will then be a tour of interesting portions of the Bureau, a moving picture or a demonstration in order to provide for proper variety.

One day of the program would be spent at Quantico. The class would go in the Bureau's buses to Quantico where they would be given a tour of the Bureau facilities there. Also, during the day, they would be given a firearms demonstration by firearm instructors and be permitted to observe the instruction of an Agents' class in the use of firearms and thus become more familiar with the Bureau's training center at Quantico. Luncheon would be served to them at Quantico at reduced rates if it can be so arranged. The present average cost for

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Harbo
Hendon
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Starke
Quinn Tamm
Nease
Gandy

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DATE 4/24/91 BY SP5 CJB/lee

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NOT RECORDED
58 OCT 2 1943

5cc-3-06 Glavin 1943

EPC:EGK

September 25, 1943

THE DIRECTOR

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The Conference, consisting of Messrs. Tolson, Rosen, Mumford, Ladd, Coffey, Carson, E. A. Tamm, and Tracy, on September 23 considered the proposal of Mr. Blackburn of the Cryptanalysis Section of the Laboratory that a class of instruction in the Russian language be inaugurated in the Laboratory. Coffey advised that there is a great need for use of the Russian language in cryptanalysis work and that there is presently no one in the Section qualified in the language. He believes that we would have up to twenty-five volunteers for such a language course and that it would be a distinct benefit to the Bureau. He further pointed out that cryptanalysis problems in Russian are increasing and from the present trends there is no reason to believe that they will not continue to increase in volume. It was pointed out that the language class would be conducted outside of the regular business hours on a volunteer basis. This is the same procedure that is presently followed in the Laboratory in the teaching of French, Spanish, German, Portuguese, Japanese, and Italian. These latter courses are conducted for one-half hour per day outside of hours.

It would be necessary to locate a qualified instructor who could conduct the proposed course. It was also pointed out by Mr. Coffey that it might even be possible to extend the course to others in the Bureau who might want to participate.

The Conference was unanimously in favor of inaugurating this language course in the Laboratory.

Respectfully,
For the Conference

Clyde Tolson, Chairman

RECORDED

E. R. Glavin, Secretary

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CC - Mr. Glavin

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luncheon at the FBI Annex at the Armory is 38.2 cents. The charge at Quantico at present is regularly 85 cents per meal which includes a 10 cent tip. Arrangements would be made to get this reduced to the minimum figure since there would be but one day a week that these 100 meals would be served, and it is believed that the employees could pay one-half the luncheon cost and the Athletic Association the remaining half.

The opening day of the class would be in Assembly Room A at the Department of Justice Building. Mr. Clegg would discuss interesting phases of the Bureau's work and intermingle explanations as to why the Bureau insists on high standards of personnel, as to why high standards of conduct are necessary and the requirements concerning the discipline itself.

From Division 6, real good speakers will describe interesting kidnapping, fugitive, bank robbery and extortion cases. There will also be included the story of the details leading to the death of Inspector Cowley and Special Agent Hollis.

From the Laboratory will be interesting demonstrations and lectures on detection of deception and explosives.

Behind closed doors with guards properly posted, there will be a discussion by selected representatives of the Security Division of spy cases and saboteur cases.

An interesting portrayal of how clerical employees in the file room made an identification and coordinate information will be included on the program as will a dramatic presentation of the value of crime statistics and juvenile delinquency.

Interesting phases of the work of the Chief Clerk's Office and a discussion of personnel problems will be presented by Division 3.

One day will be spent at the FBI Annex at the Armory in Assembly Room A. There will be a tour of the interesting phases of the Training Division including the crime scene room at the Armory and also a tour of the more interesting portions of the Identification Division. There will also be a discussion of crime scenes and interesting phases of the training work of the National Police Academy and the Quarterly Police Conferences. There will also be, in the Armory, a lecture on interesting identifications. The afternoon at the Armory will be spent reviewing motion pictures or else motion pictures interspersed with other interesting phases of the program there.

The above represents the general over-all program, the details of which will be worked out upon the receipt of individual suggestions and the assignment of individual instructors from the various divisions. There will first be a "dress rehearsal" and a requirement that the lectures be "freshened up" from time to time in order to maintain continued interest on the part of the students and the instructors.

The Executive Conference unanimously approved this program with the understanding that the most interesting speakers with the most interesting phases of the Bureau's work would be assigned to the program, the details of which will be subsequently submitted.

Those present were Messrs. Tolson, Glavin, Quinn Tamm, Hendon, E. A. Tamm, Coffey, Ladd, Carson, Rosen, Mumford and Clegg.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

J. R. Glavin
Secretary

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HEREIN IS UNCLASSIFIED
DATE 4/24/97 BY SP5C/162

#323,813

lah:jmr

September 23, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, E. A. Tamm, Clegg, Coffey, Glavin, Ladd, Nichols, Rosen, Tracy, Mumford, Hendon, Carson, Quinn Tamm, Tracy, and Hince, unanimously approved the following program for the development of instructional and display materials on traffic subjects for use in connection with the FBI National Police Academy. This program was developed by Mr. Wilbur Smith, visiting instructor, and Mr. Hince. Special Agent Foster Kunz of the Cleveland Office contributed many valuable suggestions based on his experiences in street traffic work prior to joining the Bureau.

The program thus far developed includes:

MAPS, CHARTS, AND DRAWINGS

Materials have been submitted to the Cartographic Section for preparation of approximately twenty drawings which can be used as visual aid materials in classroom work, and which can also be used for display purposes. These drawings will be typical of traffic problems involving city and state enforcement agencies. Materials are being collected and prepared for additional drawings, so it is estimated that there will be approximately fifty when the program is complete.

MODEL TRAFFIC RECORDS BUREAU

Standard accident report forms have been procured from the National Safety Council and are now being completed for the establishment of typical accident records filed that might be found in city and state police organizations. These will be supplemented at a later date by other traffic and driver record files so that a complete model traffic records bureau will be available for instruction purposes.

TRAFFIC SAFETY LIBRARY

A complete set of traffic and safety reference materials of the type used by police will be collected. A number of these books and pamphlets have already been procured and others can be ordered soon.

BIBLIOGRAPHY

In the collection of library materials, a traffic safety bibliography can be developed. This would be a highly useful guide to police officials collecting reference materials.

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NOT RECORDED

58 OCT 8 1943
cc Mr. Glavin

[Handwritten signatures]

SAFETY FILMS

The better 16 mm. sound motion pictures, and sound-slide films dealing with traffic safety subjects should be collected.

TRAFFIC ACCIDENT INVESTIGATION

A complete set of equipment necessary for modern accident investigation has been requisitioned. This will be used in connection with field work on traffic accident investigation which is carried out during each session of the Academy at Quantico. This equipment will make an interesting display when not in use by the Academy.

TRAFFIC STUDIES AND SURVEYS

Materials have been requisitioned for the conduct of simple volume, speed, and observance surveys. Each session of the Academy has evidenced considerable interest in this phase of field work and the procurement of standard materials and equipment should do much to improve it.

WAR EMERGENCY TRAFFIC CONTROL EQUIPMENT

For the duration of the war emphasis must be placed on war emergency traffic control matters. Demonstration equipment for blackout driving, including automobile lights, traffic signals, signs and markings, should be procured. Much of this equipment is already contained in an exhibit in the Department of Justice Building. It is possible that it could be transferred to the traffic exhibit.

TRAFFIC CONTROL EQUIPMENT

Standard type signs and traffic signals should be provided as they are available. Some of these, which cannot now be purchased because of the critical materials involved in their manufacture, may be developed in miniature by the Technical Laboratory. To demonstrate the effectiveness of the various traffic control devices, a testing tunnel could be developed by the Technical Laboratory which would make possible the duplication of conditions of night driving, headlight glare, blackouts, bad weather, etc. This would involve considerable time as it would have to be accurately planned, designed, and constructed.

MODELS

Several table models could be effectively used to demonstrate various phases of the instruction. Tentative plans are now being completed for an initial model which will demonstrate the application of all types of uniform traffic control equipment, modern road-way design, bad driving practices, highway illumination, parking practices, and terminal facilities.

TRAFFIC CODES AND ORDINANCES

It is suggested that through the Bureau Field Offices, State Traffic Codes and City Traffic Ordinances be collected for reference and library purposes. Samples of traffic arrest and warning tickets might also be procured by the field representatives at the same time. These should be obtained from all of the states and from several of the largest cities in each state.

Memo. for the Director

PHOTO-MONTAGES

Several interesting photo murals, or montages, can be developed on traffic and safety activities. Photographs have already been collected from the Yale Bureau for Street Traffic Research and from the American Automobile Association for the preparation of a general photographic display of the basic elements involved in traffic control and regulation. Other displays can be developed on particular phases of accident work, such as accident investigation, uses of accident records, driver testing and training, field surveys and investigations, and general traffic training activities.

Several of these can include photographs showing the traffic training and activities of the National Police Academy. Arrangements should be made to have an expert photographer accompany the group on the field work for the purpose of collecting the photographs.

TECHNICAL LABORATORY

In addition to the several projects listed above in which the Technical Laboratory can very logically participate, it is suggested that full utilization be made of the Laboratory's facilities in basic research and investigations of traffic enforcement problems. Developments of driver testing equipment, speed measuring devices, and studies of the effectiveness of various traffic control devices are some of the projects that might be referred to the Laboratory. The complete facilities of the Laboratory will make it possible for them to carry out interesting investigations and projects relative to traffic matters.

DRIVER TESTING

Driver testing equipment can be developed by the Laboratory and can be purchased from such organizations as the American Automobile Association. It can be used not only in the Police Academy training activities, but can also be used for the testing and training of Bureau Agents and personnel using automobiles in connection with their official duties. With the cooperation of the Laboratory and statistical sections tests made with this equipment could be used to develop basic data relative to driver aptitudes and abilities. Such information would, of course, have far reaching application in the traffic field.

STATISTICAL DATA

When time permits, plans should be developed for a full utilization of the valuable facts and figures collected by Mr. Harbo's Section on traffic activities of police departments.

The Executive Conference was informed that if we are able to follow through with the program from the development of instructional materials, we will have the best plans in the country for police traffic instruction.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

AR/bw

September 22, 1943

THE DIRECTOR

The Executive Conference, attended by Messrs. E. A. Tamm, Carson, Quinn Tamm, Hince, Acers, Coffey, Clegg, Ladd, Mumford and Rosen, unanimously approved the new form of Identification Order which will discontinue the practice of publishing complete and detailed criminal record data on Identification Orders. Instead, a one-sentence summary will properly reflect the numerous arrests and dangerousness of the individual whose fingerprints and photograph appear on the Identification Order.

Attached are samples of what can be done by deleting the detailed criminal record. It is noted that the photographs are much more clearly set out, as is the data.

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HEREIN IS UNCLASSIFIED

DATE 11/24/91 BY 3352/lpc

#323,013

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

cc - Mr. Glavin

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

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INITIALS ON ORIGINAL

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AR/bw

September 22, 1943

THE DIRECTOR

The Executive Conference, attended by Messrs. E. A. Tamm, Carson, Quinn Tamm, Hince, Acers, Coffey, Glegg, Ladd, Mumford and Rosen, considered the proposal to all Special Agents in Charge which will prevent premature presentation of bankruptcy cases to the United States Attorney.

It was the unanimous opinion of the conference that hereafter the results of a bankruptcy investigation be discussed with the United States Attorney only after a written report has been furnished to him and sufficient time has elapsed so that he may have an opportunity to review the report.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/24/98 BY SP5A/B22
11/23/2013

cc - Mr. Glavin

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September 16, 1943

THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Nichols, Glavin, Ladd, Tracy, Hendon, Rosen, Mumford, Carson, Acers and Quinn Tamm being present, considered a suggestion submitted by Robert S. Moore, Chief of the Identification Division of the Wayne County, Michigan Sheriff's Office. This suggestion was made to an Agent of the Bureau.

Mr. Moore suggests that in the Law Enforcement Bulletin insert the Bureau publish the right index fingerprint of each of the individuals for whom a wanted notice is published. He makes this suggestion because of the possibility that there is presently pending before the Michigan State Legislature a bill providing for the placing of the right index fingerprint on all motor vehicle drivers' licenses.

You are advised that it is the present Bureau procedure to use the finger impression that is most distinctive in the ten fingers of the individual whose wanted notice is being published so that the pattern itself will stand out and be easily identified. The patterns are also selected on the basis of the fact that they must be reproduced by a printing process and the best finger impression is sometimes used. It is further pointed out that the reason for Mr. Moore's suggestion is that the Michigan authorities may have a state law and he would like to be able to search wanted notices against the single finger impression on the drivers' licenses. This would not be practical. Single finger-print classification will not take care of a file of more than twenty thousand individuals. There are approximately two million drivers of motor vehicles in the State of Michigan.

If you approve, Mr. Moore will be advised.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. E. Quinn Tamm, Secretary

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NOT RECORDED
59 OCT 2 1943

INITIALS ON ORIGINAL

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____

Miss Gandy _____

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94-3-1-8929

Serial has been
destroyed.

September 16, 1943

LAH:WKB

Sugg. No. 83

Employee: Agt. R.T. Mann

THE DIRECTOR

Members present: Messrs. Coffey, Ladd, Nichols, Rosen, Tracy, Hendon, Carson, Acers, Mumford and Hince.

Employee states that the form letters addressed to the Bureau as set up in the manuals are not consistently addressed and suggests that the address be made uniform.

RECOMMENDATION: Favorable - It is obvious that the address on Bureau forms should be uniform and in connection with the review of Bureau forms now being made this will be corrected by the Training Division.

A letter to the employee and memorandum for Mr. Clegg have been prepared.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/24/91 BY SP5C/162

#323,013

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc Mr. Glavin

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Acers
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Starke
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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September 16, 1943

THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Nichols, Glavin, Ladd, Tracy, Hendon, Rosen, Mumford, Carson, Acers and Quinn Tamm being present, again considered the case of the application of Russell George Haskins, Chief of Police, Boise, Idaho, who has applied for enrollment in the National Police Academy. As you will recall Haskins has not been invited to attend the Police Academy because of the fact that on his application and verified by his investigation was the fact that he had been arrested and charged on May 28, 1924 with rape. This arrest took place in Kansas. Haskins was later dismissed and was not prosecuted.

SAC Logan of Butte has discussed this case with both Mr. E. A. Tamm and Mr. Quinn Tamm during their recent trips through the Butte Field Division. He feels it would be of great help to the Bureau if it were possible to have Haskins in the Police Academy. Mr. Logan has recommended, and the Conference agrees, that a complete investigation of the charge should be made by the Kansas City Field Division to ascertain the facts concerning this arrest. Haskins has absolutely no objections to the Bureau conducting a thorough investigation concerning his arrest and the facts pertaining to it and has suggested that the alleged victim in the case be interviewed and that anyone else be interviewed who may have facts concerning this case.

Mr. Tolson _____ The Conference feels that a reinvestigation of this case should be made in order that the Bureau may justify the position which it has taken in regard to refusing admission to Haskins in the Police Academy.

Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

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DATE 4/24/91 BY SP8CJ/bce
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Clyde Tolson, Chairman

W. R. Glavin, Secretary

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DATE 7/24/96 BY SP5CJ/62
#323013

WRG:lrđ

September 15, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Rosen, Mumford, Clegg, Hendon, Nichols, Carson, Coffey, Acers, Tracy and Glavin considered a communication from Harold D. Smith, Director of the Bureau of the Budget, dated August 28, 1943, concerning the utilization of transportation officers or committees to assist in car-sharing programs for Federal employees in Metropolitan Washington.

For the Director's information, a copy of the budget circular in question, No. A-33, is attached hereto.

It was pointed out to the Conference that the local War Price and Rationing Boards of this area will refuse any Federal employee a supplemental home-to-work mileage after October 1 unless the applicant has met the test for such rations as determined by an agency transportation officer or committee and presented to the Board through such officer or committee.

The Director of the Bureau of the Budget in his circular further states that each department and establishment is requested to establish and designate a transportation officer or committee that will participate in this program and that transportation officers or committees may also be created by bureaus or constituent units of a department or establishment and authority may be delegated to them by the department or establishment as desired except that the determination as to eligibility for supplemental rations shall be presented to the local War Price and Rationing Boards only by the agency transportation officer or committee.

This means that no employee of the Federal Bureau of Investigation will be able to secure any supplemental gasoline rationing on or after October 1, 1943, unless the request is approved by a Transportation Committee of the FBI. At the present time we have no Transportation Committee, Mr. Tolson being the Transportation Officer.

The Executive Conference feels that since the local rationing boards will not approve any additional gasoline for Government employees unless approved by a Transportation Officer or Committee, the Bureau should establish such Committee at this time.

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12-12-64 RANDUM FOR THE DIRECTOR

— 3 —

The Conference recommends that Mr. Glavin be designated as Chairman of this Transportation Committee and that Special Agents C. O. Halter and H. H. Huston, both of whom are thoroughly familiar with the gasoline rationing systems and plans and are assigned to the Chief Clerk's Office, be members of this committee.

If the Director approves the set up of such a committee, the Director of the Automotive Supply Rationing Division of the Office of Price Administration will be so advised in accordance with instructions issued by the Director of the Bureau of the Budget.

The Conference recommends this committee since there will be a number of requests made, many of them fully justified, and it is not felt that it should be necessary for the Director or Mr. Tolson to personally serve on a committee examining these requests since the requests undoubtedly will be many and it is felt that the committee, as suggested, can properly evaluate the requests made and when there is some doubt, the request could be passed on by the Executive Conference.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

D. R. Glavin
Secretary

LBN:RG

September 8, 1943

THE DIRECTOR

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The Executive Conference, consisting of Messrs. Rosen, Mumford, Ladd, Carson, Coffey, Acers, Quinn Tamm, Hendon, Tracy, and Nichols, considered the suggestion made by Mr. Leo Gauthier that additional copies of the attached article taken from the current issue of The Investigator be distributed as follows:

1. To newspapers
2. To magazines
3. To employees who desire copies for friends and relatives at home.

It would be impractical, of course, to distribute copies of this to newspapers or magazines. Messrs. Coffey, Tracy, recommended that sufficient copies of The Investigator be reprinted if necessary in order that employees who desire to send complete copies of The Investigator to their parents may do so.

Messrs. Rosen, Mumford, Ladd, Hince, Carson, Acers, Quinn Tamm, Hendon and Nichols recommended that reprints be made available of the article itself for those employees in the Identification Division who desire to send copies to their homes. A copy of the reprint together with a complete copy of The Investigator is attached.

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DATE 4/24/81 BY SP-1/KAC
4323073

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Attachment
CC- Mr. Glavin

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HHC:PJ

September 25, 1943

THE DIRECTOR

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The executive conference gave consideration to having applied in a number of field offices the principle of cleaning up old delinquent cases in the manner that they were cleaned up in the Memphis and Birmingham offices. It was found that from the recent compilation that the total number of delinquent cases was in excess of 60% in the following offices: Albany and Syracuse, Boston, Chicago, Detroit, Miami, Newark, New Haven, New York, Pittsburgh, San Diego and San Francisco.

The executive conference recommended that a copy of the plan utilized in the Memphis and Birmingham Divisions be sent to the Special Agents in Charge of each of the above offices except Chicago, New York and New Haven, with instructions that a similar plan be applied by the Agents in Charge of those offices in order to clean up the backlog of delinquent cases in those territories. The Chicago and New York offices were excepted due to the metropolitan areas involved where such plan does not lend itself for application and the New Haven office was exempted due to the arrival of a new Special Agent in Charge there who would first have the difficulty of getting acquainted with the office and therefore at this office it is thought the plan should be deferred.

It was further recommended unanimously by the executive conference that the description of this plan be furnished to each of the other Special Agents in Charge of all field offices for their information and guidance in the event they found it desirable to initiate any such program in their territory. In the nine offices where the plan is to be immediately applied beginning October 1st it is felt that there should be a report as to the progress made on November 1st and December 1st and that the field offices should be given sixty days in order to complete this project with the personnel presently assigned.

If this is approved there is attached hereto a letter to the field offices where the plan is to be put into effect for sixty days beginning October 1st and a letter to all other Special Agents in Charge furnishing them a description of the plan.

Those present were Messrs. Tolson, Glavin, Ladd, Quinn Tamm, Rosen, Tracy, Carson, Mumford, Acers, Coffey, Hendon, Hince and Clegg.

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DATE 4/24/92 BY SP-1/162

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OK

Respectfully,

For the Conference

RECORDED

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-2080
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3 OCT 4 1943
cc - Mr. Glavin

REC:BG

September 7, 1943

ALL INFORMATION CONTAINED
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DATE 4/24/91 BY SP5C/BCE

#1323813

THE DIRECTOR

RE: MONTHLY REPORTS ON ALIENS

(a) The Chicago conference unanimously recommended that the monthly report required on the first Tuesday of each month showing the number of aliens arrested be eliminated.

At the Executives Conference Messrs. Glavin and Clegg recommended that this report be discontinued in view of the fact that the report is solely for Bureau purposes and is not forwarded to the Department or any other outside agency; the Department does not request it and it is an additional, unnecessary administrative report.

Messrs. Tracy, Quinn Tamm, Carson, Nichols, Acers, Hendon, Ladd, Mumford, Rosen, Coffey and Hince recommended that the monthly report be changed to a quarterly report in the future. They felt that the report was necessary to the Bureau for statistical and informative purposes but that quarterly would be satisfactory in the future.

(b) The Chicago conference recommended unanimously that there be eliminated the report which is submitted on the first of each month to the Bureau concerning alien enemy registrations and showing in detail:

1. The number of certificates of registration received according to nationality
2. The total number received since inception of this program
3. The number of registrations verified
4. The number remaining to be verified

It was pointed out at the Executives Conference that this entire program would be completed within three months of time. The Conference therefore, with the exception of Mr. Clegg, recommended that it be continued until completion.

Mr. Clegg felt that there is no more need for this report than there is for a separate report on all other classifications of cases and that it should be discontinued.

RECORDED

66-2554-2081

(c) The Chicago conference recommended that there be discontinued the requirement that there be sent in with the administrative report each month a separate letter showing the number of investigations concerning travel violations by aliens.

INDEXED

U. S. DEPARTMENT OF JUSTICE

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Glavin
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

58 OCT 8 1943 276
cc-Mr. Glavin

274

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3956

Memo. for Director

Page 2

OK
Fl.
Re. action
The Executives Conference unanimously approved the discontinuance of this report or this portion of the monthly administrative report. This was also unanimously approved by the Chicago conference.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. E. Glavin
Secretary

October 1, 1943

MEMORANDUM FOR MR. HOOVER

TOLSON

TAMM, E. A.

CLEGG

COFFEY

GLAVIN

LADD

NICHOLS

ROSEN

TRACY

ACERS

ALDEN

BELLINO

BURTON

CALLAN

CARSON

CUNNINGHAM

EGAN

FITCH

HARBO

HENDON

HINGE

LARMOYEUX

LAUGHLIN, R. H.

LONG

MARTIN

McGUIRE

MUMFORD

NEASE

PATTERSON

PENNINGTON

RENNEBERGER

ROGERS

SKOUSEN

STARKE

STRICKLAND

TAMM, Q.

TIMM

WELCH

AND SUPERVISORS

In order to facilitate the handling of Executive Conference memoranda the following procedure is being adopted:

Immediately after the Director has approved an Executive Conference memorandum, it is to be forwarded direct to the Records Section, by special messenger, marked for the attention of Miss Mary Wolfe, Supervisor of the Routing Unit, at which point the abstract will be detached and a copy of the Director's notation placed on the yellow. The abstract will then be placed on record and the yellow placed in the file immediately. Thus, in a matter of a few hours after the Director approves a deliberation of the Executive Conference, there will be a record in the file available for immediate reference.

Very truly yours,

ALL INFORMATION CONTAINED

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DATE 11/13/64 BY SP5 C/BCE

#323613

COMMUNICATIONS SECTION

MAILED 15

★ OCT - 1 1943 P.M.

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

John Edgar Hoover
Director

RECORDED

INDEXED

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OCT 2 1943

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10 OCT 6 1943

September 27, 1943

ROH:BN

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Tracy, Glavin, Coffey, Acers, Carson, Hince, Clegg, Hendon and Rosen considered the distribution of the Investigator. It had been suggested that the Investigator be distributed to all employees of the Bureau irrespective of their membership in the FBI Recreation Association. At the present time of course the dollar membership dues in the Association entitle an individual to the receipt of the Investigator. At the present time there are approximately 4000 employees who are not members of the FBIRA. This large number is undoubtedly due to the fact that memberships are solicited in December and the early part of the following year and no membership drives are made throughout the year. Since we have had a large number of employees enter on duty throughout the course of this year, most of them have not obtained memberships.

Arguments for distribution of the Investigator to all employees were based upon the premise that it would cost very little since the printing of each copy amounts to about 5¢. It was stated that the Investigator is prepared, edited and published on Bureau time under a decision from the Department of Justice and as such each employee should receive it. It was also pointed out that it requires the services of 25 employees for approximately one day in order to distribute the Investigator by name as at present. If sent to all employees the only distribution requirement would be that a sufficient number of unaddressed copies be sent to each field office and each section to take care of all employees.

The Conference was unanimously opposed to changing our present practice. It was felt that the principal incentive to membership in the FBI Recreation Association was the Investigator and that this incentive would be removed if the Investigator was distributed free of charge to all employees. It was also felt that if a person does not have sufficient interest to obtain a membership in the Recreation Association he should not be entitled to the Investigator free.

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DATE 7/24/91 BY [signature]

66-2554-V
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57 OCT 18 1943

THIS IS NO STALLION

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It would also be more expensive to distribute the Investigator to everyone since the 4000 additional copies would cost \$200 which amounts to more than the value of the services of the 25 employees presently required to handle its distribution. It might also be pointed out that most of the time of these 25 employees is spent after hours.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC - Mr. Glavin

September 30, 1943

LAH:amr

THE DIRECTOR

RE: ~~INVESTIGATIVE POSSIBILITIES OF~~
~~SOCIAL SECURITY NUMBERS~~

SAC, R. P. Kramer of the Portland Office suggests the distribution to the Field of information concerning the significance of Social Security Account numbers, and the manner in which the area in which a Social Security card was originally issued may be determined from an examination of the first three digits of the number.

Mr. Kramer advises that information obtained confidentially from the Oregon State Unemployment Compensation Commission indicates that the first three digits of a Social Security number tell the state in which it was issued; that certain groups are assigned to railroads. The Conference was of the opinion that this information should be furnished to Special Agents.

RECOMMENDATION: The Conference unanimously agreed that this information should be furnished to the Field, but recommended that a check be made through the Selective Service System at Washington to make sure that the information is correct. This inquiry will have to be made confidentially.

ACTION TO BE TAKEN: If the Director approves, Mr. Ladd will have the information verified and subsequently it will be furnished to the Field.

Mr. Tolson _____ Those present at the Conference were Messrs. Tolson, Coffey,
Mr. E. A. Tamm _____
Mr. Clegg _____ Ladd, Rosen, Tracy, Hendon, Carson, Quinn Tamm, Acers, Mumford
Mr. Glavin _____ and Hance.
Mr. Ladd _____

Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/25/97 BY 3056/bec
#323013

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

RECORDED & INDEXED

W. R. Glavin
Secretary

cc - Mr. Glavin

WAC:DG

September 7, 1943

THE DIRECTOR

Re: ELIMINATION OF MONTHLY GENERAL
INTELLIGENCE REPORTS

At present, in addition to quarterly general intelligence reports, a monthly summary of general intelligence matters according to nationality is required to be submitted by letter by the 5th of each month.

EXECUTIVE CONFERENCE CONSIDERATION:

The Chicago conference unanimously favored this suggestion.

Messrs. Glavin and Clegg felt that it would be possible at this time to discontinue the report since a quarterly intelligence summary is still prepared and although it is understood that the monthly intelligence report is prepared and forwarded to individuals different from those who receive a quarterly intelligence report and the two reports do not necessarily cover the same matters, they do feel however that it would be satisfactory to eliminate the monthly report at this time in order to effect a considerable saving in time on the part of the field.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Messrs. Tracy, Quinn Tamm, Carson, Nichols, Acers, Hendon, Ladd, Mumford, Rosen, Coffey and Hines disapproved the suggestion since one of the reports submitted has to do with trends and the other has to do with facts, since different officials receive the quarterly report from those who receive the monthly report and some of those receiving the monthly report should not receive the quarterly report.

Respectfully,
FOR THE CONFERENCE

RECORDED
Glyde Tolson
Chairman
INDEXED

W. H. Glavin
Secretary

66-2554-2084
FEDERAL BUREAU OF INVESTIGATION
OCT 6 1943
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL

55 OCT 14 1943
cc-Mr. Glavin

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LAH:BG

August 24, 1943

THE DIRECTOR

The Seattle office suggested the establishment in each field office of a "Location File" which would be a geographical cross-index of the Sources of Information File and would be promulgated by a map on which would be shown the location of each source of information. In favor of this suggestion Mr. Fletcher pointed out that it made available in ready, accessible form to all agents information as to the location of each source of information so that Special Agents would be more inclined to consult the file.

The question was submitted to the Inspectors. Mr. Gurnea was in favor of the development of a "Location File" or a similar file. He favored a map which would show the location of sources of information by number and a numerical index to identify them. All other Inspectors, including Messrs. Connelley, Brantley, Hendon and Scheidt, were opposed to the establishment of such a file for the following reasons:

1. It would take a lot of time and effort to maintain the file.
2. Because of the movement of the population, the file would become obsolete unless a lot of work was done keeping it up to date.
3. Reliance upon the file would tend to cause routine investigations and agents would be inclined to call upon certain specified persons rather than determine who should be interviewed on the basis of the facts in the case.
4. In large cities the fact that a person lives in a certain block is no guarantee that he will know other persons in the block.
5. It is desirable to eliminate unnecessary paper work.
6. An agent can easily locate sources of information for routine inquiries during the course of his regular investigation.
7. Such a file would be impractical in road work offices; for example, Charlotte, with 11 cities of over 25,000 population, would need 11 such files.

Mr. Connelley recommended unfavorably on the grounds that such a file would merely be a crutch for some of the "weak sisters" who would contact

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Starke
Quinn Tamm
Nease
Gandy

cc-Mr. Glavin

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Memo. for Director

Page 2

only those persons shown on the map. He also felt that it would tend to make investigations too mechanical and routine.

RECOMMENDATION: The Executives Conference, with the exception of Mr. Mumford, was unanimously opposed to the establishment of such a file. If the majority opinion is approved, the attached letter to the Seattle office will be sent.

Those present were Messrs. Ladd, Nichols, Rosen, Tracy, Hendon, Carson, Mumford, Acers and Hince.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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JRM:EK

September 18, 1943 *10/1/43*
10/6/43

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Coffey, Rosen, Glavin, Nichols, Quinn Tamm, Hendon, Carson, Hince, Acers and Mumford, considered several suggestions concerning Selective Service which were submitted in the form of a memorandum to the Special Agent in Charge by Special Agent William J. McCormick of the Los Angeles Field Office and handed to Mr. Glavin when he was there recently.

1. The first suggestion was that the period after which a case is considered delinquent be lengthened with regard to Selective Service cases to correct what appears to be a distortion under the present rule. You will recall that this same matter has been up before and the Conference has been unanimously of the opinion that since the situation is fully understood by everyone, it should remain as is with that type case being considered delinquent after the standard 45 days. The Conference is still of this same opinion.

2. Mr. McCormick next recommended that permission be granted for the field offices to furnish to the employers of itinerant labor lists of Selective Service fugitives for their confidential information so that they might advise the authorities should one of them put in an appearance. You will recall that this same suggestion was recently considered and approved for those offices such as New Orleans, Miami, and those in Texas and California. Letters have now gone out to them.

3. This suggestion was that arrangements be made by the San Diego Office similar to those previously in effect at El Paso whereby Mexican authorities would return to the United States Selective Service fugitives. This is, of course, not feasible since the arrangement at El Paso was personal between SAC Bryce and General Quiñones, and such a matter could not be handled officially.

4. Mr. McCormick next suggested that negotiations be entered into with OPA to use War Ration Book Number 3 files as a source of information. You will recall that this has already been done and letters have been directed to several offices to make a trial of the procedure so that we may be guided by their experience in instructing all offices as soon as the centralized state files are established.

There is submitted for your approval a letter to SA McCormick of Los Angeles acknowledging his suggestions.

Original cannot be located and is not on record. When original is received in Files Division it will be filed either with this copy or may be given a new serial.

RECORDED

INDEXED

Respectfully,
For the Conference

SEP 21 1943

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Attachment

JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

September 20, 1943

RCH:DW

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Glavin, Quinn Tamm, Acers, Carson, Hendon, Ladd, Mumford, Rosen, Hince, Coffey and Nichols considered the difficulties encountered by the Records Section in locating the originals of Executive Conference memoranda.

It was pointed out to the Conference by Mr. Nichols that due to the fact that a great number of Executive Conference memoranda are directed from the Director's Office to numerous Bureau officials, a problem is created as to the location of these memoranda when necessary since there is no record in the Files Section as to the persons to whom they have been routed.

It is accordingly necessary upon frequent occasions to have special searchers look for these memoranda with attendant delay. It was therefore the unanimous recommendation of the Conference that the following procedure be adopted in the future:

After the Director has approved an Executive Conference memorandum, it should be immediately forwarded to the Records Section, by special messenger, at which point the abstracts will be detached and a copy of the Director's notation placed on the yellow. The abstracts will then be placed on record and the yellow placed in the file immediately. Thus, in a matter of a few hours after the Director approves a deliberation of the Executive Conference, there will be a record in the file for reference.

RECORDED
INDEXED

Respectfully,
For the Conference B

16 OCT 7 1943

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson ✓
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd ✓
Mr. Nichols ✓
Mr. Rosen
Mr. Tracy
Mr. Acers
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Starke
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Beahm
Miss Gandy



CC - Mr. Glavin

56 OCT 11 1943

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ENC:BG

September 7, 1943

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THE DIRECTOR

RE: STAMP SHOWING WHO PERFORMED FILING DUTIES

The Bureau recently furnished field offices with ~~rubber~~ stamp which it was required should be affixed to all incoming mail and the stamp bears the following legend:

Searched.....
Serialized.....
Indexed.....
Filed....."

By requiring that clerks place their initials after each of these performances, the purpose of the stamp was to fix the responsibility for searching, serializing, indexing and filing. It was recommended that this stamp be eliminated.

EXECUTIVES CONFERENCE CONSIDERATION:

Those favoring the elimination of this stamp point out that serials are recharged so frequently that if any employee omits adding his initials after the word "Filed," it would not only be impossible to fix the responsibility for the recharging, if it were misfiled, but also it would lead to the accusation of the wrong person; that this is another routine clerical step requiring stamping and initialling and the trend should be to get away from such requirements when they serve no real valuable purpose.

Mr. Tolson
Mr. E. A. Tamm

Mr. Clegg Those who were opposed to eliminating the stamp and desired to retain it and the practice point out that the stamp fixes responsibility; that responsibility is conducive to efficiency; that in large field offices it is easy through the use of this stamp to fix the responsibility for mishandling; that this system is utilized in the files section at the Seat of Government.

Mr. Rosen
Mr. Tracy VOTE:

Mr. Carson

Mr. Harbo At the Chicago conference Mr. Schoidt, Miss Dunkel, Mr. Swain and Mr. Clegg recommended that it be eliminated and Messrs. Brantley, Brayton and Glavin recommended the stamp be continued.

Mr. Mumford

Mr. Piper In the Executives Conference Mr. Clegg favored the elimination.

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

cc-Mr. Glavin

RECORDED

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INDEXED

66-2537-27 88
16 OCT 7 1943

4 OCT 8 1943

Mem. for Director

Page 2

Messrs. Tracy, Quinn Tamm, Carson, Nichols, Acers, Hendon, Ladd, Mumford, Rosen, Coffey, Glavin and Hince were opposed.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

H. R. Glavin
Secretary

I favor Clegg's view.
H.

LAH:amr

October 4, 1943

THE DIRECTOR

SAC, E. E. CONROY, of the New York City Field Office, suggests a form letter to be used in connection with the placing of mail covers.

The Conference was informed that undoubtedly there are thousands of mail covers placed each year, and that a substantial number of these require letters because some postmasters require written confirmations and some postmasters require that original requests be made in writing.

The Conference felt that this form letter should not be made available to the New York Office only, but should be a general letter for use throughout the Field.

RECOMMENDATION: Favorable.

If approved, a memorandum for Mr. Glavin, which has been prepared, should be signed.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc--Mr. Glavin

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MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Mumford, Ladd, Hendon, McGuire, Rosen, Acers, Hince, Clegg, Quinn Tamm, Tracy and Glavin considered a request submitted by SAC Conroy of the New York Office that the stamp formerly utilized by the Files Section of the New York Office, showing who searched, serialized, indexed and filed a piece of mail, be continued in the New York Office.

It will be recalled that the Executive Conference considered the continuance of the use of this stamp and in a memorandum to the Director under date of September 7, 1943, its continuance was recommended by the members of the Executive Conference with the exception of Mr. Clegg who recommended that the stamp be discontinued. At that time the majority of the Conference pointed out that through the elimination of this stamp by the various field offices, the Agent in Charge could not determine which Clerk in the Chief Clerk's Office had searched the piece of mail, had serialized it, had indexed it or had filed it and if there were any errors in any of the above functions, it would not be possible to take appropriate administrative action. The Director approved Mr. Clegg's recommendation that the stamp be discontinued.

Mr. Conroy, in his communication of September 27, 1943, requested continuance of the stamp, stating that due to the large number of clerical employees in the New York Field Division the stamp has been found quite helpful in establishing the responsibility in connection with the various File Room processes and errors which have been noted are called to the attention of the employee whose initials appear under the above processes. Mr. Conroy feels that the stamp is important because it is practically the only way the responsibility for an error can be determined. He requested authority to continue using the stamp.

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The Conference points out that no new information has been furnished by Mr. Conroy in his request for continuance of the use of the stamp and, therefore, recommends that the request be passed on unfavorably. Subject to the Director's approval, there is attached hereto a communication addressed to the Special Agent in Charge at New York City concerning this matter.

Respectfully, FOR THE CONFERENCE

Clyde Tolson
Chairman

E. R. Glavin
Secretary

4 OCT 8 1943

JKM:HK:MM

September 3, 1943

THE DIRECTOR

The Executive Conference with Messrs. Tolson, E. A. Tamm, Clegg, Coffey, Glavin, Rosen, Tracy, Carson, Quinn Tamm, Acers, Hince, and Hendon in attendance, considered suggestions received from Special Agents H. LeRoss Browne, San Francisco; Edmund G. Stoltz, New York; Gordon C. McNow, New York; and Frank G. Clement, Cincinnati, each of which has to do with the use of relatives and personal friends of Bureau employees as confidential informants and sources of information.

These Agents suggest that the matter be handled in various ways, but to the same end. One suggests that the Bureau correlate the information available in the personnel files, preparing a list showing the name, address, affiliation, et cetera, of each relative along with the name of the particular Bureau Agent or employee, and then submit the list to the appropriate field office so that they may index the names for use. Others suggest that each employee be requested to fill out cards containing this information and that the cards then be referred to the appropriate field offices.

The Conference was unanimous in its opinion that this project should not be undertaken. It is, of course, conceded that friends and relatives of Bureau personnel can and often do give material assistance to the Bureau. However, to require or even specifically request the names of relatives of employees for the purpose of using them requires effort which our previous experience does not justify. The value of such information has been small.

If you concur with the opinion of the Conference, there are attached for your approval letters to the Agents referred to above.

Respectfully,
For the Conference

Clyde Tolson
Chairman

RECORDED

W. R. Glavin
Secretary

66-2554-209
20 OCT 8 1943

OK
cc - Mr. Glavin

Attachments 5/19/43

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E. A. Tamm
Glavin
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HEC:JD

September 7, 1943

THE DIRECTOR

RE: ABOLITION OF ABSTRACT SLIPS

It was suggested that abstract slips be abolished on all communications prepared in the field and transmitted to the Bureau except on personnel matters.

Advantages:

- (1) This is an old, obsolete, outmoded practice and is too expensive for the value received.
- (2) The abstract slip is valuable for too short a period of time. From the time the complaint is received in the office, the assignment made, the interviews conducted, the reports dictated, the reports typed and mailed, and until the report is received at Washington, there is usually quite a period of time involved, and the Bureau has no abstract slips, yet Bureau officials have the information and the Bureau is charged with its knowledge. For the comparatively briefer period of time during which the report has been received at Washington and until the report is placed in the file, the expensive program of typing, filing and maintaining abstract slips proves unprofitable.
- (3) It will save typing and dictation in the field.
- (4) It will save recording, typing, filing and maintenance at the Seat of Government.
- (5) In really important matters, abstract slips would not be relied upon at any rate, and the practice at present is to telephone the field.
- (6) The placing of one copy of a report promptly in the file as soon as it reaches the Bureau eliminates largely the need for abstract slips.
- (X) The abstract slip system is not working now for the field frequently receives wires and letters from the Bureau asking for reports which have been at the Bureau for weeks and at times for months.

Disadvantages:

- (1) At times, in order to locate the serial represented by an abstract slip, it is so important that as many as sixty people look for the serial for several days. (Abolishing of the abstract slips would stop this unnecessary practice.)
- (2) It was felt that abolishing abstract slips would cause the Bureau to deteriorate to the level of the Department and other agencies. (The Department uses abstract slips and they are today costly and inefficient rather than helpful.)

Executive Conference Discussion:

Those opposed to the suggestion point out that the adoption of the suggestion would wreck the present filing setup, our filing system being based on

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the fact that abstract slips are considered an integral part of the filing setup and it would be necessary to record this data on index cards which would make more work and confusion; that of the 100 telephone calls received by the Front Office daily for information, 250 are handled by checking the index cards and 150 by checking abstract slips; that at present names of writers of letters from other government departments or agencies are not indexed, nor are reports from Thurston, Lynch or SIS Agents; that on all mail received an abstract is filed alphabetically under the name of the writer and on mail going out, under the name of the addressee; that 150 requests are received daily for a certain piece of mail which can be located only through the abstracts; that it is possible to locate mail by Agent's name who prepared the report only by the use of abstracts; that requests for all correspondence from a certain person could not be handled without abstracts; that occasionally, requests for all abstracts of reports by an Agent are received, making them necessary; that numerous inquiries are received to determine whether copies of certain communications have been placed in other files, which can be determined by abstracts. Each day calls from Bureau officials are received, advising that during a certain period previous to their report, a communication was received from some person, which subject's name was unknown but can be found by looking through the abstracts. Similarly, outgoing communications of the same type can be located this way; ticklers are searched against abstracts, reducing searches in the file. It is necessary to look up 600 pieces of mail daily in the abstract slips to determine where the mail should be filed; that abstracts are sufficient in fifty per cent of the 1100 instances where a serial is desired each day; that the 250 telephone calls from supervisors are answered by reading the abstracts to the supervisors; that 250 calls per day are answered by abstract examination to see if a reply to a letter has been received; that by abstracts it can be determined who handled prior correspondence. The abstract slips aid in the work of the Numbering Unit on 6,000 pieces of mail a day. Approximately 900 requests are made daily of the Filing Unit to locate 700 files and 200 serials. Similarly, abstract slips are helpful in pulling 600 personnel files daily with the abstract slips showing what is not up to date. 125 telephone calls are received daily in the Numbering Unit of Personnel Files to determine whether a file is up to date; that similar use is made of abstract slips in searching Administrative Files and material; that abstract slips enable the Director over the phone to give an answer to incoming telephone calls; that the Files Division couldn't operate without abstract slips and render a real valuable service; that if a file was lost, abstract slips would help until additional copies were received.

use of abstract slips: -

Those opposing the suggestion: The abstract slip is valuable for too short a period of time of the whole period during which the Bureau has information from the time of the interview until the serial is placed in the file; the abstract slip system is too costly and takes too much time for its continued use on communications from the field; that the suggestion does not refer to communications incoming from other governmental agencies or from the Department or concerning personnel matters, but relates solely to other communications received from Bureau field offices where abstract slips are prepared and attached to most original communications coming to the Bureau; that upon the receipt of a report from the field, one copy is immediately placed in the file and abstract slips are therefore not as valuable as the file itself as the investigative report is what is wanted and not abstract slips, and therefore the copy in the file meets the purpose and this suggestion does not relate to any other communications than those prepared in the field and therefore all the objections based on communications from outside the Bureau and personnel communications are not in point.

Vote:

At the Chicago Conference, those favoring the suggestion were Messrs. Scheidt, Drayton, Brantley, and Clegg. Mr. Glavin was opposed. In the Executive Conference, those favoring the suggestion were Messrs. Hendon, Hince and Clegg. Those opposed were Messrs. Tracy, Quinn Tamm, Carson, Nichols, Acers, Ladd, Mumford, Rosen, Coffey and Glavin. *Hayes*

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

*John
W. M.*

URG: ual

October 9, 1943

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HEREIN IS UNCLASSIFIED
DATE 4/26/91 BY SP521/60
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THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Tracy, Quinn Tamm, Acers, Carson, Hendon, Ladd, Mumford, Rosen and Glavin considered the problem of granting annual leave over the Christmas and New Year's holidays.

The Conference points out that regular schedules have, in the past, been prepared in all divisions at the Seat of Government and in the Field, that in some instances employees request their regular leave over the Christmas Holidays; and when such requests are made and the leave schedules are approved, that there should be no objection to having such employees absent on annual leave during the holiday period.

The question has arisen in connection with employees who have had their regular schedule leave and who will be requesting leave over the Christmas and New Year Holidays. The Conference recommends that the Bureau continue its past policy in this connection; and that is:

If it is possible to grant any leave to employees other than those regularly scheduled for leave over the holidays, that leave be granted over Christmas or over New Years but not over both holidays. If leave were granted over both holidays to employees who have also had the regular scheduled leave, other employees who may be away from home and who may want to spend one of the holidays at home, would necessarily have to remain on duty.

RECORDED

66-2554-2093

Should the Director approve the Conference recommendation in this regard, all Assistants will be appropriately notified.

16 OCT 11 1943
Respectfully submitted,
FOR THE CONFERENCE

Tolson
E. A. Tamm
Clegg
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 Nichols
 Rosen
 Tracy
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 Carson
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 Hendon
 Mumford
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 Quinn Tamm
 Nease
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29 OCT 11 1943

Clyde Tolson,
Chairman

W. R. Glavin
Secretary

DML:CSH

October 9, 1943

THE DIRECTOR

The Executives Conference, consisting of Messrs. Tamm, Nichols, Carson, Hendon, Tracy, Mumford, Rosen, Glavin and Ladd, considered a suggestion by Mr. Ladd that he be permitted to furnish to [redacted]

[redacted], a copy of the training school schedule for the NPA each week, and inform [redacted] that if there were any lectures in which he might be particularly interested he might slip into the back of the classroom and attend such lectures.

b7D

The Executives Conference was unanimously in favor of this suggestion. In the event you approve, arrangements will be worked out with [redacted] in accordance with the above.

b7D

Respectfully,
For the Conference

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

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66-2554-2094
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October 4, 1943

IAH:amr

THE DIRECTOR

SAC, E. J. Conroy, of the New York Office, suggests the approval of a procedure already in vogue at New York which provides for the use of an additional assignment card by the Resident Agent Supervisor so that he may follow the assignment of work to Resident Agents.

Messrs. Coffey and Ladd were opposed to the request on the grounds that it constituted a duplication. The remaining members of the Conference, however, namely Messrs. Tolson, Glavin, Rosen, Tracy, Hendon, Carson, Quinn Tamm, Acers, Mumford and Hince, felt that the New York Office should be permitted to use a system which has been helpful in practice. These members of the Conference also felt that the additional assignment card permitted a more efficient and logical following of cases and an intelligent method of assigning cases to Resident Agents. Unless some system of this kind is used in the New York Office, each of the supervisors of substantive violations would be required to assign cases to Resident Agents by name. Obviously they would have to consult the roadwork box on each occasion that a case was assigned. This would require each supervisor to consult the assignment card boxes of each other supervisor because there is no central roadwork box in which all pending unassigned work is represented. Also, there is no central assignment card box in which cases assigned to Agents are represented. Under our present system of using the master assignment cards, which system is approved for New York, each supervisor maintains the roadwork box for the cases which he supervises and also the assignment card box for the cases he supervises. The master assignment cards are filed numerically by case number. Because of all these circumstances, the majority of the Conference believed that there should be one file in which would be represented cases to be handled by Agents outside the metropolitan area. Such a system permits economy in travel, and a logical assignment of cases from the geographical standpoint.

RECOMMENDATION: The majority of the Conference, namely Messrs. Tolson, Glavin, Rosen, Tracy, Hendon, Carson, Quinn Tamm, Acers, Mumford and Hince, recommended favorably. Messrs. Coffey and Ladd recommended unfavorably.

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Quinn Tamm
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Glyde Tolson
Chairman

W. E. Glavin
Secretary

cc-Mr. Glavin

OCT 11 1943

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October 1, 1943

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THE DIRECTOR

Re: PROPOSED RULES OF CRIMINAL
PROCEDURE IN FEDERAL COURTS

Section 5-2 of the proposed Rules will require that an arrested person be arraigned "without unnecessary delay". Section 5-b provides that unless this is done, any statement obtained from an arrested person cannot be used in evidence.

Judge Holtzoff will meet on October 8th with the Supreme Court's Committee to prepare the final draft of the Rules. He seeks advice as to the Bureau's present position. The Executive Conference unanimously recommended that Section 5-b be eliminated and that Section 5-a have included after the words "without unnecessary delay" the additional phrase "with due regard to the case and the circumstances".

It was also unanimously recommended that the Rules include the phraseology to the effect that if the individual was not arraigned without unnecessary delay that this would not make inadmissible any evidence which otherwise would be admissible.

It was further recommended that Judge Holtzoff be requested to obtain legislation in keeping with the above suggestions; that the words "with due regard to the case and the circumstances" be legislatively enacted into law with the rest of the provision and that the requirement that statements and other evidence be considered admissible if they otherwise would be admissible.

Judge Holtzoff has submitted to the Attorney General a proposed bill to this effect.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Acers
Mr. Carson
Mr. Hendon
Mr. Humphord
Mr. Starke
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

It was also recommended that Judge Holtzoff be informed that it would be the Bureau's desire that there be introduced a bill which would give the Federal District Judge authority to issue a warrant "in chambers" which would permit the arrest and detention of a person "for investigation" or "on suspicion" for a period not exceeding 72 hours.

Mr. Hendon opposed this latter suggestion because of the fear that there would be criticism of the Bureau becoming a gossamer and other critical comments if such a bill were introduced and debated. All other members favored its adoption.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/26/81 BY SP5C/bce

323,013

Respectfully,
For the Conference

INITIALS ON ORIGINAL

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Glavin
59 OCT 29 1943

ORIGINAL COPY FILED IN

lah:mr

October 8, 1943

THE DIRECTOR

The Conference considered the suggestion made by Mr. H. T. Harbo that during the experiment period in which Selective Service reports are being routed to the file without reference to Bureau Supervisors except when so requested by the field, we also establish a policy of routing all Selective Service reports to the Crime Statistics Unit so that they may check on the accuracy with which the field is following the instructions to place the "Stats" stamp on reports containing statistics.

RECOMMENDATION: The Conference unanimously opposed this on the grounds that it would defeat the objective of eliminating supervision at the Seat of Government. At present, the responsibility is on the field to correctly designate the reports and the Conference felt that the field should accept this responsibility without benefit of an additional check here.

Those present at the Conference were Messrs. Tolson, Glavin, Tracy, Quinn Tamm, Carson, Ladd, Mumford, Rosen, Hendon, and Hince.

Respectfully,
For the Conference

Clyde Tolson
Chairman

ALL INFORMATION CONTAINED
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DATE 4/26/91 BY SP5/bca

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| |
|---------------------|
| Mr. Tolson..... |
| Mr. E. A. Tamm..... |
| Mr. Clegg..... |
| Mr. Coffey..... |
| Mr. Glavin..... |
| Mr. Ladd..... |
| Mr. Nichols..... |
| Mr. Rosen..... |
| Mr. Tracy..... |
| Mr. Acers..... |
| Mr. Carson..... |
| Mr. Glavin..... |
| Mr. Hendon..... |
| Mr. Mumford..... |
| Mr. Starke..... |
| Mr. Quinn Tamm..... |
| Mr. Nease..... |
| Miss Gandy..... |

W. E. Glavin
Secretary

INDEXED

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16 OCT 12 1943

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12 OCT 12 1943

10-4-43

LAH:MEV

May 10, 1943

THE DIRECTOR

The Executive Conference considered the suggestion of Special Agent Emmett C. McGaughey that the Director have prepared a short address on a sound film for distribution to the various field offices for use during Quarterly Conferences. Mr. McGaughey also suggested that such a sound film might be used in connection with Police Conferences.

RECOMMENDATION: The Executive Conference recommended as follows:

1. Unanimously the Conference felt that it would be undesirable to have such a sound film for use in Police Conferences.
2. Messrs. Tolson, Tracy, Nichols, Acers, Hendon, Ladd, and Hince favored the preparation of a recording on an experimental basis without motion pictures for a brief message to Agents assembled at Quarterly Agents Conferences in the field.

Messrs. Glavin, E. A. Tamm, Carson, Quinn Tamm, Coffey, and Mumford were opposed to the recording on the grounds that this method of presentation would not be effective and that it would be better not to present a reproduction of the Director's remarks unless the reproduction could be classed as excellent. These gentlemen felt that the recording without motion pictures would not be desirable.

Mr. Tolson _____
Mr. E. A. Tamm _____ Messrs. Carson and Mumford, however, favored the preparation of a
Mr. Coffey _____ sound motion picture presenting the Director making a short address.

Mr. Glavin _____ Those present were Messrs. Tolson, Tracy, Nichols, Acers, Hendon,
Mr. Ladd _____ Ladd, Hince, Glavin, E. A. Tamm, Carson, Quinn Tamm, Coffey, and Mumford.

Mr. Nichols _____
Mr. Rosen _____

Mr. Tracy _____ INFORMATION CONTAINED

Mr. Carson _____ IS UNCLASSIFIED

Mr. Hince _____ DATE 4/26/91 BY SP5C/L/ace

Mr. Hendon _____ #323,013

Mr. McGuire _____

Mr. Mumford _____

Mr. Piper _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____ cc - Mr. Glavin

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

NOT RECORDED
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DATE 4/26/91 BY SP5CJ/bca
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W.C.

10/8/43

October 8, 1943

THE DIRECTOR

The Executive Conference considered the inquiry of SAC R. B. Hood as to whether In-Service Training Schools would be held during the Christmas period. The Conference considered the desirability of having Special Agents at home during the Christmas season if possible and the fact that transportation facilities during the Christmas period will be clogged with military passengers on furlough.

RECOMMENDATION: The Conference recommended that In-Service Classes not be held for the periods December 13 to December 26, December 20 to January 2, and December 27 to January 9. This will permit the field Agents to be at their homes on Christmas day.

Those present at the Conference were Messrs. Tolson, E. A. Tamm, Ladd, Rosen, Tracy, Glavin, McGuire, Mumford, Hendon, Acers, Carson, Quinn Tamm, and Hince.

If approved, a general letter to Special Agents in Charge will be sent as attached.

Respectfully,
For the Conference

Mr. Tolson.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Glavin.....
Mr. Ladd.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Tracy.....
Mr. Acers.....
Mr. Carson.....
Mr. Hendon.....
Mr. Mumford.....
Mr. Quinn Tamm.....
Mr. Hince.....

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SERIALIZED

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-2098
B
16 OCT 14 1943

cc - Mr. Glavin

60 OCT 15 1943

HHG:PJ

September 25, 1943

THE DIRECTOR

The executive conference considered a proposed letter of a type which is presently being used by the Detroit Office which when forwarded to police departments will have the effect of withdrawing a request for investigation from the police department. In the Detroit Division approximately one thousand of these letters are prepared each month and this form letter will assist in shortening the amount of typing involved.

It was unanimously recommended by the executive conference that this letter be adopted uniformly as a form to be used in all field offices.

Those present were Messrs. E. A. Tamm, Glavin, Ladd, Q. Tamm, Rosen, Tracy, Carson, Mumford, Acers, Coffey, Hendon, Hince and Ologg.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin

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55 OCT 21 1943

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October 14, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Tracy, Nichols, Carson, Hince, Hendon, Ladd, Mumford, Rosen and Glavin considered a suggestion made by Special Agent in Charge Breeze, that an electric floor polisher and waxer costing approximately \$250 be furnished the Quantico Training Center.

It was pointed out to the Conference that SAC Breeze reports that prior to this time all of the waxing was done manually and that it is believed that with the use of an electrical appliance both time will be saved and a better job will be done.

It is further pointed out that it will be necessary for the Bureau to go before the Priority Board to justify the purchase of this particular polisher and waxer.

The Conference, with the exception of Messrs. Tolson, Hendon and Glavin recommend approval of this purchase. The minority of the conference feels that since it has been possible to handle the waxing and polishing at Quantico prior to this time manually, that there should be no necessity for having an electrical floor polisher and waxer at this time. Pending the Director's decision on this matter, the purchase of the waxer is being held in obedience.

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DATE 4/26/91 BY SP5CJ/bce

CC: Mr. Tolson

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Quinn Tamm _____
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I approve
majority view
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Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

66-2534-2100
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SJT:fra

October 12, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Carson, Hendon, and Tracy, considered a suggestion of Mr. Quinn Tamm that the Identification Division no longer proofread Identification Orders but that they be submitted to the Identification Division for the sole purpose of verifying the fingerprint classification.

The Conference unanimously approved the recommendation as it appears to be an unnecessary duplication for the Identification Division to completely proofread and check the Identification Orders from the standpoint of information pertaining to names, aliases, FBI number, description and criminal record as well as the typographical exactness of the Identification Order as set up by the Mechanical Section.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
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DATE 4/26/91 BY SP5C/BSC

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Clyde Tolson, Chairman

W. R. Glavin, Secretary

cc - Mr. Glavin

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Nease _____
Gandy _____

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October 12, 1943

RCH:DN

THE DIRECTOR

Executive

It was pointed out to the Conference that the Star Courier, a newspaper of Kewanee, Illinois, had been receiving Identification Orders on the mailing list of the Springfield Office. This newspaper communicated with the War Production Board which in turn brought to the attention of the Budget Bureau that it felt it was a waste of paper for the Bureau to send Identification Orders to newspapers throughout the country. The Budget Bureau has indicated to the Chief Clerk's Office that it fully understands the value of the Identification Orders and feels that our distribution is proper. In this regard it was pointed out to the Conference that in March 1942 our Identification Order mailing list in the Field was reduced from 91,765 copies per issue to 82,000 copies per issue.

In view of the news print shortage, however, which is a vital issue with all newspapers throughout the country at the present time, it was recommended to the Conference that instructions be issued to the field to remove the names of all newspapers and periodicals from the Identification Order mailing list. It was felt that but little real value is obtained through this distribution and that when a special need arises to put Identification Orders in the hands of newspapers that this may be taken care of at the time. With the exception of newspapers the general distribution of Identification Orders is to those connected with law enforcement and to Post Offices, which the Conference felt was proper.

The Conference consisting of Messrs. Tolson, Mumford, Glavin, Tracy, Tamm, Carson, Nichols and Hendon was of the unanimous opinion that newspapers and periodicals should be removed from the Identification Order mailing list in the field and that the field should be advised that if the Bureau desires an Identification Order to be sent to newspapers, specific advice would be furnished to the field in each instance. An appropriate letter carrying out the Conference vote is attached.

Respectfully,
For the Conference

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Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc Mr. Glavin

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 Ladd
 Nichols
 Rosen
 Tracy
 Carson
 Harbo
 Hendon
 Mumford
 Tamm
 Tolson

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J. Edgar Hoover
DirectorFEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

RCH:DW

October 12, 1943

MEMORANDUM FOR THE DIRECTOR

Pursuant to the Director's request, the Executive Conference consisting of Messrs. Tolson, Glavin, Tracy, Carson, Hendon, Nichols, Mumford and Ladd considered the advisability of discontinuing the weekly receptions attended by various Bureau officials and members of In-Service and New Agents Training Classes.

The Conference was generally of the opinion that when the Director was in the city these receptions were very favorably received by the agents in attendance. Most of whom look forward with a great deal of pleasure to the opportunity of personally meeting the Director. It was pointed out that with the number of personnel now in the Bureau the Director does not have the opportunity for the close personal contact with the great bulk of the agents as he did in the past with the result that this is about the principal opportunity many have to personally meet and talk with him. It was felt that it was important that the personnel know the Director and that it meant a lot to the spirit and morale.

Several members of the Conference made the observation, however, that when the Director was out of the city and not in attendance at the reception it served but little purpose since many of the agents did not have the same interest in meeting other Bureau officials. Those agents who have a real interest in seeing the various officials make a point of calling upon them in their offices personally and it was felt that the reception was unnecessary to afford such an opportunity to others. Some of the Conference members indicated that but few of the agents in attendance took the initiative in seeking out introductions with the officials but that the officials had to actually work hard and make the initial move toward meeting these men.

It was the consensus of everyone that recent remarks of an agent which were brought to the attention of the Conference were not at all indicative or representative of the attitude of the vast majority of Special Agents in the Field toward these receptions when the Director was present.

After a full consideration the following vote was expressed:

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The majority of the Conference consisting of Messrs. Glavin, Tracy, Carson, Tamm and Mumford voted to continue the receptions as at present when the Director was in the city. These members felt that the receptions should not be held when the Director was out of town because they serve no good purpose.

Mr. Nichols voted to immediately discontinue the receptions. Mr. Nichols feels that this will result in a great demand from the agents in the Field that the receptions be renewed. He thinks that it would bring to their attention that the receptions are not held just as a matter of course and that in accordance with popular demand of the agents the receptions should then be renewed and held as at present. Mr. Ladd was in agreement with Mr. Nichols that the receptions should be immediately cut out but when the agents in the Field requested that they be continued he felt this should be done only when the Director was in the city.

Messrs. Tolson and Hendon felt that the receptions should be continued as at the present time. They felt that with an infinitesimal number of exceptions these receptions are enjoyed by the agents in the Field who look forward with enthusiasm to the opportunity of visiting with the Director. They also felt that the men should be given an opportunity to meet the other officials of the Bureau and that as these men gain more experience and after the initial meeting with these officials will exhibit more enthusiasm toward that opportunity in the future.

Respectfully,
For the Conference

"Receptions are to be stopped at once. Any agent desiring to meet or see me may do so by notifying my office."

Clyde Tolson
Chairman

W. R. Glavin
Secretary

WEG:ucg

October 12, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. Ladd, Mumford, Rosen, Hendon, Nichols, Hince, Quinn Tamm, Tracy, Carson, and Glavin considered a suggested memorandum for all Bureau officials concerning the granting of advanced sick leave.

It was pointed out to the Conference that we have had two occasions lately where two employees who have been advanced sick leave have stated that they would have much rather been placed in a leave without pay status than having been granted advanced sick leave since they would have to offset this advanced sick leave against any sick leave which may accrue to them in the future.

It was pointed out to the Conference that the present Bureau policy is to grant no more than 30 days advanced sick leave to an employee providing his case is meritorious, the employee has been in the Bureau's service more than one year, and that the entire absence is more than 5 consecutive work days. If the absence is less than 5 work days advanced sick leave, under the law, cannot be granted.

The recommendation was made by Mr. Acers that in the future before advanced sick leave is granted to an employee, that the employee be queried as to whether advanced sick leave is desired. Mr. Acers points out that if this procedure is followed we will not in the future be embarrassed by the Bureau having authorized advanced sick leave when the employee possibly would like to have been placed in a leave without pay status.

RECORDED & INDEXED

66-2554-2101

The Conference is of the unanimous opinion that there should be no change to that effect; that provided the elements permitting advanced sick leave are present, advanced sick leave be granted in accordance with the recommendation of the Assistant Director of the individual involved. The Conference feels that the many worthy cases in the Bureau should not be jeopardized by the rare cases which we will have in the future where employees would rather not be granted advanced sick leave.

ALL INFORMATION CONTAINED

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DATE 10/24/91 BY 250/bc

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1007 1943

MEMORANDUM FOR THE DIRECTOR

- 2 -

Should the Director approve the conference's recommendation we will continue in the future as in the present in the granting of advanced sick leave to employees.

ck
h
Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

J. R. Glavin, Secretary

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October 14, 1943

R WEG:veg

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Tracy, Nichols, Carson, Hince, Hendon, Ladd, Mumford, Quinn and Glavin considered the suggestion made by Special Agent in Charge Stein of the Juneau Office of informing all Bureau officials that the Juneau Office has been designated as the field office to handle investigations in the Yukon territory.

Alaska

It is pointed out by Stein that the Territory of Alaska is adjacent to the Yukon territory of the Dominion of Canada; that an increasing number of requests are being received by the Juneau Office from the Bureau's continental offices for investigation of individuals employed as civilians in the Dominion of Canada who are citizens of the United States. These leads are primarily in connection with the employees of the United States construction companies presently engaged in defense contracts for the United States Army in Alaska.

Stein further points out that the travel to all points in the interior of Alaska from the Bureau's field division headquarters at Juneau, it is necessary to pass through Whitehorse, Yukon Territory, Dominion of Canada, the major center of population in that territory.

The Conference, therefore, recommends that the field offices be appropriately advised concerning the handling of all leads in the Yukon territory.

RECORDED & INDEXED

Respectfully,

FOR THE CONFERENCE

66-2554-2102

8 OCT 19 1943

Clyde Tolson, Chairman

W. B. Glavin, Secretary

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DATE 4/26/91 BY SP5C/bee

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JKH:EK

October 12, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Nichols, Glavin, Tracy, Carson, Hendon and Mumford, considered a request received from the San Antonio Field Division that it be permitted to install teletype equipment in the office of the Resident Agency at Brownsville, Texas and assign a stenographer there.

SAC Suran points out that the teletype equipment is requested because of the Foreign Travel Control Program which requires that almost daily long lists of persons coming into the country must be submitted to the San Antonio Office and to the Bureau for file checks. At the present time approximately 2,160 persons arrive monthly via air and 93,000 persons make bridge crossings. The air travel will undoubtedly have a decided increase in the near future due to the fact that several additional air lines from Latin America are to be routed there. Without the teletype machine it is necessary for the Resident Agents at Brownsville to call the San Antonio Office by telephone and thereby transmit these long lists of names. This, of course, is expensive and subjects the transmittal to increased possibility of error in spellings. Mr. Suran points out that if the machine is installed, it will enable direct transmittal of the lists from the Brownsville Resident Agency to the Bureau after which a copy of the message can be sent by mail to the San Antonio Office so that the indices there and at the Bureau can be searched for prompt reply.

The Conference was unanimously in favor of permitting the installation of the teletype machine.

Mr. Tolson SAC Suran further requests authorization for the assignment of a stenographer to the Brownsville Resident Agency. He points out that there are presently seven Special Agents assigned to Brownsville and that although one stenographer could not handle the report writing for all of them, she could handle the expedite letters and teletypes and prepare stop notices for the Foreign Travel Control. It was further pointed out at the Conference that a stenographer at such a point would be able to handle telephone and personal calls at the office during the day and otherwise enhance the efficiency of the operations there in the same manner as has been experienced in the five Resident Agencies on the East Coast where such a plan was instituted some months ago and has met the unanimous approval of the Special Agents in Charge.

RECORDED & INDEXED

Mr. Hendon The Conference was unanimously in favor of authorizing the assignment of a stenographer to the Brownsville Resident Agency.

Mr. Mumford

Mr. Starke

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
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8 OCT 19 1943

Memorandum for the Director

- 2 -

If you approve the recommendations of the Conference, the Chief Clerk's Office will immediately handle with SAC Suran the institution of the program.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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October 14, 1943

THE DECLARATION

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Tracy, Quinn Tamm, Carson, Lingo, Mumford and Glavin considered a suggestion by Glavin that arrangements be made for the Director to personally present to the clerks at the Seat of Government their ten-year, twenty-year, twenty-five year and thirty-year service award pins.

The Conference after careful consideration, realizing the many commitments of the Director at this time, recommends unfavorably as to this suggestion.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

*I am inclined
to do this. Just
how many do
they run?*

H.

ALL INFORMATION CONTAINED

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October 16, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Carson, Nichols, Rosen, Ladd, Mumford, Tracy, and Hince, considered the suggestion of SAC D. K. Brown that unless there was some particular reason why the Bureau needs to be advised that a copy of a report has been furnished to a United States Attorney, the practice of notifying the Bureau should be discontinued. It was pointed out to the Conference that the regulation encompasses a situation in which a copy of an investigative report is furnished to a United States Attorney subsequent to the original date of the submission of the investigative report and the report itself does not show that copies are being submitted to the United States Attorney. Under those conditions, the Bureau needs to be notified that copies have been furnished to the United States Attorney in order that inquiries from the Department may be handled. Mr. Ladd pointed out that frequently the Department inquires whether copies of a particular report have been furnished to the United States Attorney. The information required by the regulation permits appropriate advice to the Department. Accordingly, the Conference recommended that the practice be continued.

A letter to Mr. Brown has been prepared for approval.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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cc - Mr. Tolson

cc - Mr. Glavin

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LAH:BG

October 18, 1943

THE DIRECTOR

The Executives' Conference, those present being Messrs. Glavin, E. A. Tamm, Nichols, Carson, Rosen, Ladd, Mumford, Tracy, Quinn Tamm and Hince, agreed that the Directory of Graduates of the FBI National Police Academy should be reprinted at this time to include the 23rd Session. The Directory is up to date in rough draft form and is ready for printing.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Tolson
Mr. Glavin

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THE DIRECTOR

#3230/13

The Executives' Conference again considered the suggestions of United States Attorney Edward M. Connelly of Spokane, Washington in the light of facts obtained from the Seattle Office. Mr. Connelly had made the following suggestions and observations:

1. He suggested that Special Agents be permitted to furnish him with copies of their rough draft reports prior to transcription at the Seattle Office in Selective Service Cases in which a decision must be reached immediately as to induction or prosecution and in other types of cases when the subject is in jail awaiting action.

The conference was informed of the fact that United States Attorneys generally make a decision as to prosecution on the basis of an oral conference or long distance telephone conversation with the investigating Agent. Mr. Connelly apparently prefers to have a written memorandum before him when he makes such a decision. It was pointed out to the conference that it is undesirable to let rough draft reports go to an official outside the Bureau prior to review by supervisory members of the Bureau at the field office. It is impossible in jail cases and cases awaiting prosecutive opinion to have the rough draft report sent in from the Agent on the road and transcribed and delivered to the United States Attorney quickly enough to serve his purpose. In keeping with the most expeditious handling an Agent on a road trip in Eastern Washington who handled a jail case today could not get it into the Seattle Office for transcription before tomorrow morning and the Seattle Office could not transcribe it and turn it over to the United States Attorney earlier than the next morning. An interval of 2 days would be the minimum time and this is too long.

INDEXED

The Seattle Office advises that United States Attorney Connelly and the Seattle Office have discussed this problem recently that an arrangement has been worked out whereby when Agents are on the road and present such cases telephonically the United States Attorney has a stenographer connected to the conversation so that she may take down full information concerning the complaint, the names of witnesses and other necessary data.

The stenographer then transcribes the necessary data for the United States Attorney. The Seattle Office states that this has been working very satisfactorily recently and

cc - Glavin
Tolson

4 OCT 27 1943

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believes that it will solve most of the difficulty. In addition the Seattle Office has instructed the road work Agents in the Eastern Districts of Washington to prepare rough draft reports immediately in jail cases and in Selective Service Cases awaiting decision. These rough draft reports will be transcribed immediately upon receipt by the Seattle Office so that they will be furnished to the United States Attorney with the least possible time elapsing. The Seattle Office also is requesting other field offices covering the district of confinement to furnish a comprehensive teletype summary to the Seattle Office in cases in which it is necessary for the United States Attorney at Spokane to make a decision.

RECOMMENDATION - The conference recommended that the procedure suggested by the Seattle Office be followed; that United States Attorney Connelly be advised of the steps being taken to assist him and informed that these procedures will be followed if satisfactory to him and if they are not satisfactory the Bureau will be glad to receive further suggestions.

2. United States Attorney Connelly mentioned that in some cases he does not have a report when the case goes to the Grand Jury.

The Seattle Office advised that there are no regular Grand Juries at Spokane; that Judge Lewis B. Schwellenbach calls a Grand Jury whenever he feels so inclined and the September, 1943 Grand Jury was set by Judge Schwellenbach 5 days in advance of the meeting and the Seattle Office was not informed of the meeting until 4 days in advance. On the day before the meeting of the Grand Jury there were 5 cases in which the Seattle Office had not submitted written reports to the United States Attorney. This is reported to be in excess of the usual number which is ordinarily about 3 cases. In these 5 cases the original information was received within one week before the Grand Jury date and in those cases the complaints had been filed from 4 to 5 days prior to the Grand Jury. Reports in 4 of the cases were available for the United States Attorney on the day the Grand Jury met. The SAC at Seattle pointed out that none of these reports could possibly have been submitted in sufficient time for use by the United States Attorney in subpoenaing witnesses. The Seattle Office also points out that the Spokane United States Attorney has not been in practice of notifying the Seattle Office promptly when Grand Jury dates are set.

The Seattle Office pointed out that the stenographic work at Seattle is current; that dictated reports are typed within 3 to 5 days and rough drafts normally within 2 days.

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RECOMMENDATION - It is not believed that the Seattle Office has been derelict on the basis of the facts submitted.

Those present were Messrs. E. A. Tamm, Glavin, Ladd, Mumford, Nichols, Rosen, Tracy, Carson and Hince.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

LBN:RG

October 12, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Carson, Hendon, Tracy, Ladd, Mumford, Rosen, and Nichols, considered a suggestion to the effect that the Bureau discontinue time-stamping mail.

Mr. Nichols pointed out that as a result of study in the Files Section, Mr. Patterson had found it requires on a very accurate basis the full time of 5 employees to time-stamp mail in and out. In addition to this it was estimated that it requires an additional 5 employees, such as messengers, and the like, to handle the mail which is time-stamped in and out. Likewise, by eliminating the time-stamp in the Files Section it would be possible to speed up the flow of mail by an average of four hours.

At the present time there are time stamps in each Division and in the various Sections of the Divisions. It is conservatively estimated that by eliminating time-stamping in and out of offices, the time of from 25 to 35 employees would be saved.

Objections to discontinuing time-stamping:

1) Use of the stamp provides orderly supervision of the flow of work.

2) In cases of delinquencies, time-stamping enables a check to be made, fixing responsibility.

3) If the stamp were used in other Divisions and not in the Files Section there would be no way to prove or disprove an allegation that a piece of mail was in Files. 66-2554-2108

4) In the Files Section, mail of the oldest date is given preference and while it is true that every communication is dated, inactive mail is handled according to the length of time it has been in the Files Section according to the time-stamp.

5) Delinquency records in Divisions, Sections and Units would be impossible to keep, although it would be possible to know the volume of mail and communications in each office at all times.

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Advantages in discontinuing use of time-stamp:

- 1) It would save personnel.
- 2) Delinquency records in individual Units are not always accurate as a communication could be in the Bureau for several days and still would not be delinquent in the individual Section at the time it was stamped into that Section.
- 3) Greater responsibility would be placed on each office to insure that all communications are handled with dispatch.
- 4) The real test of delinquency in the last analysis is how long a communication has been in the Bureau. We would, of course, have this record from the block stamp on the communication.

Messrs. E. A. Tamm, Carson, Ladd, Mumford, and Rosen were opposed to the adoption of the suggestion. Mr. Tracy was in favor of adopting it in the Files Section only.

Messrs. Glavin, Hendon and Nichols were in favor of discontinuing use of the time stamp for a period of 30 days in order to give it a trial.

It was pointed out by those in favor of adopting the suggestion that, of course, it would not be possible to fix responsibility in cases of delinquency as to where a communication was; however, it was observed that whenever a check has been made it has been rather difficult to fix the responsibility, and the fixing of responsibility, in and of itself, does not correct the defect.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

CC- Mr. Glavin

*I agree with
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*Agree
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10/16/43

October 16, 1943

THE DIRECTOR

O. Egan

The Conference, those present being Messrs. E. A. Tamm, Carson, Nichols, Rosen, Ladd, Mumford, Tracy, and Hince, considered the suggestion of clerical employee, Ingrid Thorvaldsen, of the New York Office that the recent regulation eliminating the Identification Order file not be applied to the New York Office. Miss Thorvaldsen pointed out that Agents frequently consult the file to obtain descriptions and the availability of the file avoids the necessity for drawing the regular investigative file. She pointed out that the file requires little space and in addition, she checks some of the Identification Orders for the Gangbuster Program.

RECOMMENDATION: The Conference was unanimously of the opinion that there is no more reason for keeping the file in New York than in any office and recommends consistent application of the regulation.

A letter to Miss Thorvaldsen is attached for approval.

Respectfully,
For the Conference

Clyde Tolson
Chairman

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W. R. Glavin
Secretary

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DATE 4/24/94 BY SP5CUB/BC
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- Gandy

cc - Mr. Tolson

cc - Mr. Glavin

14 OCT 21 1943

LAH:amr

October 15, 1943

THE DIRECTOR

Special Agent in Charge Abbaticchio inquired whether he might be permitted to accept an invitation to discuss the subject "The FBI's Relation to Plant Protection" at a meeting of plant protection heads of Texas and surrounding states. The meeting is in the nature of a convention and there will be on the program a number of subjects such as "Personnel Selection," "Riots," "Plant Guard Training" and "Defense Against Air Raids and Chemical Warfare." Talks will be made by men of the Military Intelligence and Naval Intelligence. Abbaticchio feels that the FBI should be represented.

Mr. E. A. Tamm was opposed to participation in this program believing that we should not become involved with groups of plant protection people.

The remainder of the Executive Conference, namely Messrs. Ladd, Mumford, Hendon, Carson, Tracy, Rosen and Hince, felt that the Bureau should be represented in order that the Bureau will be given appropriate credit for its activities. If the majority of the recommendation is approved, the attached teletype will be sent to Mr. Abbaticchio.

Respectfully,
FOR THE CONFERENCE

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DATE 4/26/94 BY SP5CJ/bce
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Clyde Tolson
Chairman

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cc-Mr. Tolson
Mr. Glavin

317 317
30 OCT 21 1943

John Edgar Hoover
Director

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

PAL:MR

September 10, 1943

MEMORANDUM FOR MR. GLAVIN

Reference is made to Mr. Glegg's memorandum to you of September 9, 1943, concerning the inspection of the San Juan Field Office by Mr. Gurnea, completed August 5, 1943, and particularly item one relative to the assignment of a radio engineer and three radio operators at San Juan, in order that the station can operate twenty-four hours per day.

Arrangements have been made for the assignment of a radio engineer who should arrive at San Juan about October 1, and for the transfer of the chief radio operator presently assigned at San Juan.

With reference to assigning three radio operators in addition to the engineer, it is noted that Mr. Gurnea's recommendation was made for the purpose of keeping the San Juan office open twenty-four hours a day, rather than due to the press of radio traffic. Due to the shortage of male radio operators it is not believed that this should be done at the present time. Due to conditions at San Juan it would not be practical to assign a female operator, inasmuch as she would be required to report for work or go home from work at odd hours. On the day shift she would be required to report to work at 7:30 in the morning alone, on the night shift it would be necessary for her to go home at about midnight, and on the midnight shift it would be necessary for her to report to work about midnight and go home about 7:30 in the morning.

Very truly yours,

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DATE 4/26/91 BY SPC/be

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L. B. Nichols.

FEDERAL BUREAU OF INVESTIGATION

OCT 19 1943

U. S. DEPARTMENT OF JUSTICE

LEN:RC 9/20/43

ADDENDUM: The Executive Conference consisting of Messrs. Rosen, Mumford, Eadd, Hendon, Carson, Acers, Quinn Tamm, Glavin, E. A. Tamm, Hince, Coffey, Nichols, were unanimously of the opinion that the radio station in San Juan should not be kept open beyond the regular office hours in San Juan.

L. B. Nichols

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FEDERAL BUREAU OF INVESTIGATION

DATE September 6, 1943

MEMORANDUM FOR MR. GLAVIN

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SA Supervisor J. M. O'Connor has informed me that 90 employees in the Chief Clerk's Office have ordered the book "Inside The F.B.I."; John J. Floherty, author, at \$2.00 per copy. These books were ordered in lots of 23, 21, and 46 respectively.

Twenty-three copies of this book have been received, and the J. B. Lippincott Company by letter dated August 31, 1943, informed Mr. O'Connor that because of the present demand, this book is temporarily out of stock and the other copies which have been ordered will not be delivered for two weeks.

SA Supervisor C. E. Trotter of the Identification Division has asked Mr. O'Connor whether a reduction on this book can be obtained as many employees in the Identification Division wish to order it.

It is believed that if a request were made of the J. B. Lippincott Company by a Bureau official that arrangements could be made to obtain this book at a reduced price. If it were ordered in wholesale lots I am sure our employees would appreciate such an arrangement.

Respectfully,

M. W. Acers

LBN:RC ADDENDUM: 9/8/43

The Executive Conference consisting of Messrs. Rosen, Mumford, Ladd, Carson, Coffey, Acers, Quinn Tamm, Hendon, Tracy, and Nichols, unanimously recommended that Mr. Nichols contact John J. Floherty and arrange for a reduction on the book "Inside the FBI," and that copies be sent to someone in the Bureau, as an FBI activity, from whom employees desiring a copy of the book could secure the same.

L. B. Nichols

"OK"

H.

27 OCT 21 1943

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1. The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, regarding the land owned by the United States in the State of California:

1. The first of these is the fact that the Commission has not yet received any information from the Government of the United States regarding the activities of the Committee for the Liberation of the People of the East (CLPE) in the United States. The Commission is therefore unable to provide any information on this subject.

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SAINT-PIERRE - 20 OCTOBER 1964

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1. The first of these is the fact that the majority of the population of the United States is of European descent. This is a fact which has been recognized by the government and the people of the United States for many years. It is a fact which has been recognized by the government and the people of the United States for many years.

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LAH:amr

October 15, 1943

THE DIRECTOR

0
The Executive Conference considered the inquiry of the San Francisco Office as to whether ~~key figure~~ Communist cases should be maintained in an active status after investigation has been completed and reports submitted to the Bureau, and the only undeveloped leads are to maintain contact with informants and follow the activities of the key figures. The Conference considered the fact that if these cases are maintained as pending inactive cases they will be delinquent if there is no activity on the part of the key figure and this will present a misleading picture from the standpoint of the monthly administrative report.

The suggestion of the San Francisco Office contemplated that reports would be submitted whenever there was activity and that periodical reports would be submitted containing cumulative information. The San Francisco Office suggested that it would be possible to place these cases in a pending inactive status on a six months tickler and submit periodical reports. The Conference unanimously recommended that these cases be considered as pending inactive in order that the monthly administrative report will show a true picture and at the same time the field office should be informed that this administrative regulation does not in any way diminish the responsibility of the office to maintain up to date information concerning the activities of key figures.

If approved, attached teletype will be sent to San Francisco and a bulletin for the field will also be prepared.

Those present at the Executive Conference were Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hince, Hendon, Mumford, Coffey and Acers.

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Respectfully,
FOR THE CONFERENCE B

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-2113
16 OCT 22 1943

cc--Mr. Tolson
Mr. Glavin

10 OCT 22 1943
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LAH:amr

October 15, 1943

THE DIRECTOR

The Executive Conference considered the suggestion of Mr. Leo Gauthier that the FBI National Police Academy Seal be considered for use on the Police Academy Diploma. The present diploma carries the FBI Seal.

RECOMMENDATION: The Conference unanimously believed that the Bureau Seal should be continued to be used because it presently appears on diplomas already used and because it is the FBI rather than the National Police Academy which issues the diploma. Attached are samples of the diploma used at present and of the suggested type.

Those present at the Conference were Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hince, Hendon, Mumford, Coffey and Acers.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
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Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc--Mr. Tolson
Mr. Glavin

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October 13, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Ladd, Rosen, Tracy, Hendon, Carson, Mumford, and Hince, unanimously approved the following program for the Graduation Exercises of the FBI National Police Academy, beginning at 10:30 A.M., October 23, 1943:

1. Musical Program for thirty minutes
preceding opening of Exercises

United States Marine Corps
Orchestra under the direction
of Captain Santolman

10:30 A.M. Call to Order

Mr. H. H. Clegg

Invocation

Reverend Robert S. Lloyd, S.J.

Address

President of the Graduating Class

Address

The Director

Address

Mr. Charles E. Wilson
Vice Chairman, War Production Board

Address

Senator Homer Ferguson

Introduction of
Distinguished Guests

The Director

Recommendation for
Awarding of Diplomas

Mr. H. H. Clegg

Awarding of Diplomas

The Director

Benediction

Father Lloyd

The Venezuelan National Anthem, followed
by The Star Spangled Banner

United States Marine Corps Orchestra

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cc - Mr. Glavin

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2. - It was recommended that the following sit on the platform:

1. The Director
2. Senator Homer Ferguson
3. Mr. Charles E. Wilson
4. Colonel E. W. Starling
5. Father Lloyd
6. Mr. Jack Carley
7. President of the Class, Mr. Carl J. Sanders
8. The Venezuelan Ambassador, Doctor Diogenes Escalante
9. Doctor Manuel Antonio Pulido V.
10. Mr. Newell Williams, Interpreter and Escort for Doctor Pulido
11. Mr. Clyde Tolson
12. Mr. Edward A. Tamm
13. Mr. H. H. Glegg.

3. It was recommended that the nine specially invited police officials, including Larry Benson and others, not be seated on the platform, but that they be seated in the first rows of the auditorium as at the last few Graduation Exercises.

4. The following escorts were recommended for speakers and invited guests:

| | |
|--|-----------------------|
| Senator Homer Ferguson | Mr. R. C. Hendon |
| Mr. Charles E. Wilson | Mr. J. J. McGuire |
| Colonel E. W. Starling | Mr. R. H. Hicks |
| Father Lloyd | Mr. F. T. McIntyre |
| Mr. Edward J. Kelly of Rhode Island | Mr. A. E. Leonard |
| Chief John L. Sullivan | Mr. B. H. Suttler |
| Chief Fred Roff | Mr. E. C. Kennolly |
| Superintendent A. J. Kavanaugh | Mr. R. D. Douglas |
| Mr. Michael Morrissey, President of IACP | Mr. Wayne Murray |
| Mr. Lawrence J. Benson | Mr. E. S. Slater |
| Mr. T. P. Sullivan | Mr. F. J. Baumgardner |
| Chief John F. Woods | Mr. R. E. Smith |
| Chief J. M. Broughton | Mr. W. J. Powell |
| Ambassador Diogenes Escalante | Mr. H. F. Williams |
| Doctor Manuel Antonio Pulido V. | Mr. D. H. Walker |
| Mr. Jack Carley | Mr. H. S. Higson |

A memorandum to the Assistant Directors arranging for the training and instruction of escorts has been prepared, calling for a meeting of the escorts on Tuesday, October 19th, at 2:00 P.M. in Mr. Glegg's Office.

5. It was recommended that the Exercises be recorded and memoranda for Mr. Glavin and Mr. Coffey have been prepared requesting that this be handled. A memorandum has also been addressed to Mr. Glavin requesting that the usual floral arrangements be perfected.

6. It was recommended that Mr. Nichols handle press relations and a memorandum for Mr. Nichols has been prepared.

7. It was recommended that the clerical employees in the Department of Justice Building be invited to attend the Exercises as well as the clerical employees of the Training Division located at the FBI Annex. A memorandum for the Assistant Directors has been prepared indicating the number to be invited and special emphasis has been placed upon the necessity for strict compliance so that there will be no vacant seats.

8. It was recommended that all members of all classes of Special Agents in session in Washington attend the Exercises.

9. It was recommended that the following Departmental officials be invited informally:

Dan Lyons
Judge Holtzoff
Colonel Gates
Gus Vanech

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachments

14H:127

October 16, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. L. A. Tamm, Carson, Nichols, Rosen, Ladd, Mumford, Tracy, and Hince, considered a suggestion made by Special Agent Joseph G. Dosh, attending In-Service Training School, that the space on the Bureau's investigative report form for the "date when made" be made smaller and the space for the "period for which made" be made larger. Mr. Dosh pointed out that the date of the report is a very short phrase, but on many occasions the period for which made contains several dates and it is difficult to get them in the proper block on the report.

The Conference agreed that this was a good suggestion but pointed out that there is a year's supply of such forms already printed.

RECOMMENDATION: The Conference recommended that when the form is next reprinted consideration be given to enlarging the one block and diminishing the size of the other.

If approved and in order that this may be effected, a memorandum for Mr. Glavin has been prepared. A letter for Mr. Dosh has also been prepared.

Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

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cc - Mr. Tolson
cc - Mr. Glavin

14 OCT 22 1943

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16 OCT 22 1943

October 20, 1943.

ROH:DT

THE DIRECTOR

Executive Conference

As you know, the office hours for field employees at the present time are from 9:00 a.m. to 6:00 p.m. six days per week. It has come to the Bureau's attention from several sources in the field that due to these hours clerical employees find it most difficult to take care of their shopping and other personal matters. It has been indicated that this creates some morale problem. Apparently the clerks hesitate to ask for short periods of leave during which they can take care of such personal affairs.

The Conference considered the possibilities of making some adjustment in the office hours or shifts in order to eliminate this problem. It was pointed out to the Conference that this is not a problem which is peculiar to the Bureau alone but is brought about as a result of the 48-hour week. It is a problem which has been discussed extensively in Government circles and the various columnists have discussed it completely in the Washington papers. It was observed that these columns carried many suggestions as to a change in office hours and one of them even took various votes to determine the desire of employees to work longer each day starting earlier in the morning or working later at night in order to get off for a portion of Saturday. It was very obvious from reading these columns, and Mr. John Cramer later so indicated to Mr. Nichols, that there could be no agreement among Government employees concerning a change in office hours. Some would like to work 45 minutes earlier and others were absolutely opposed to it.

It is believed that the same divisions would exist as to Bureau personnel and that any change in the present hours would please only a percentage while displeasing another percentage. The President has of course indicated that he wants a full Saturday workweek.

The Conference consisting of Messrs. Tamm, Nichols, Carson, Hince, Tracy, Ladd, Mumford, Rosen and Hendon were of the unanimous opinion that no change should be made in the present office hours. It was suggested, however, that a Bulletin go to the field clarifying the fact that the Bureau has not arbitrarily set the hours.

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but that it is in accordance with Presidential and Departmental instructions and also indicating that there is no objection to the Agent in Charge granting requests for short periods of leave to employees during the course of the month. Such a Bulletin is attached.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC - Mr. Glavin

LAN:BG

October 8, 1943

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/26/91 BY SP5C/104
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THE DIRECTOR

The Executives' Conference, those present being Messrs. Tolson, Ladd, Mumford, Rosen, Hendon, Carson, Quinn Tamm, Tracy, Glavin and Hince, considered the suggestion of United States Attorney Edward M. Connelly of Spokane, Washington, that Special Agents attached to the Spokane Resident Agency be permitted to forward a copy of their rough draft reports to the United States Attorney in Selective Service cases and in jail cases of other types in which the United States Attorney desires to have information in writing in order to consider fully the facts leading to a decision concerning prosecution.

BACKGROUND: The Spokane office is located at a considerable distance from Seattle and the Resident Agents at Spokane forward their rough draft reports to the Seattle office. Naturally, when these rough drafts are received, they are transcribed in the Seattle office along with other rough drafts and dictation from various parts of the Seattle Division. There may be an interval of several days or even a week or two in some instances before the finished report will be delivered to the United States Attorney in Spokane. This condition prevails to a certain extent throughout the country but no problem has arisen previously because the United States Attorneys throughout the country generally make their decisions as to prosecution on the basis of a personal conference with the Special Agent who investigated the case. This, therefore, is a special situation in which a United States Attorney desires a written report before making a decision.

RECOMMENDATION: The Conference unanimously recommended that Mr. Connelly be thanked for his suggestion and that he be advised that the Bureau is looking into this situation carefully in order to determine what can be done to expedite the furnishing of written reports to the United States Attorney.

The Conference also recommended that Mr. Fletcher at Seattle be furnished with the facts indicated by United States Attorney Connelly and instructed to submit the facts as to the number of such instances which occur, the time interval between the submission of rough draft reports and the transcribing of these reports in the Seattle office, and other pertinent data so that the Bureau may further consider the problem.

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as follows:

1. United States Attorney Connelly should make his decisions based on oral conferences with the investigating agents, as do other United States Attorneys; or

cc-Mr. Glavin-

2. The Seattle office should be permitted to have the Resident Agents give the United States Attorney at Spokane a copy of their rough draft reports in Selective Service cases and in jail cases of other types; or
3. The Seattle office should be required to expedite the transcription of investigative reports so as to overcome any possible allegation that there is an unjustifiable delay in the preparation and transcription of investigative reports furnished to the United States Attorney.

The Conference was definitely of the opinion, however, that facts are needed in order to make an intelligent decision.

This will be followed closely.

A letter to United States Attorney Connolly has been prepared.

A letter to the Seattle office has been prepared.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Don't delay
getting to final
decision.

H.

JKM:Ba

October 15, 1943

THE DIRECTOR

The Executive Conference attended by Messrs. E. A. Tamm, Glavin, Ladd, Nichols, Rosen, Tracy, Carson, Hince, and Mumford, considered a letter from SAC Conroy in which he states that unless advised to the contrary by October 20, 1943, he will destroy the symbol number plant informant index file maintained in that office pursuant to the instructions contained in Bureau Bulletin Number 46, Second Series 1943, dated September 22, 1943. You will recall that the reference Bulletin was prepared by Mr. Clegg pursuant to the suggestions promulgated at the conference he and Mr. Glavin attended at Chicago with three Special Agents in Charge and two Field Office Chief Clerks. The particular item in the Bulletin to which Mr. Conroy refers is quoted as follows:

Handwritten: Conf
"31 PLANT INFORMANT INDEX CARDS: Since it has been discovered that some field offices are preparing four index cards on plant informants, this is to advise that the only plant informant index cards necessary are: (1) The usual field office general index file should have recorded therein the name of the informant; and (2) The plant informant file, subdivided by states, cities, plants and names, should contain one of these index cards."

It will further be recalled that on June 29, 1943, which was prior to the issuance of the above Bulletin, Section 13E (1) of the National Defense Manual was changed to read: "...It is not necessary to assign symbol numbers to confidential plant informants. When confidential plant informants are referred to in reports, their identity should be protected by the use of 'symbols.'" Pursuant to those instructions, there is no longer a need for the preparation of an index card for the symbol file on plant informants. However, since such symbols were used in the past, various data are contained in reports and other communications identified only by those symbols, and to now go through the symbol indices and remove and destroy those cards pertaining to plant informants to whom the symbols were once issued would remove the only practical method of identifying the sources of those data.

RECORDED & INDEXED 44

It will be noted that the instructions referred to in Bureau Bulletin Number 46 regarding the preparation of only two index cards on plant informants are entirely compatible with the change made in the National Defense Manual, Section 13E (1), but that apparently the New York Office and possibly others are misinterpreting the Bulletin item to mean they should destroy

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Acers
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Starke
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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Memorandum for the Director

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the symbol cards previously prepared. The Conference was accordingly unanimous in its belief that the cards already in the symbol indices should be retained and that the field should be advised that the item in Bulletin Number 46 should not be interpreted to mean that they should be destroyed. Mr. Clegg was subsequently consulted telephonically at New Orleans, and he concurred with the opinions of the members of the Conference in attendance at this meeting.

Pursuant to the above, there is attached for your consideration a teletype to all Special Agents in Charge.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

OK
H
(C)

lah:mr

October 18, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Carson, Nichols, Rosen, Ladd, Mumford, Tracy, and Hince, reconsidered a suggestion of Mr. Conroy that firearms instructors assigned to the New York Office be permitted to engage in a firearms seminar after regular working hours in order to develop additional skill, prepare written materials on firearms, and to do research.

When this suggestion was first made by Mr. Conroy, the Conference felt that the Agents' time could be better employed than in research on firearms matters inasmuch as any needed research should be performed at Washington and even at Washington at this time, it is not desirable to engage in any extensive research.

Mr. Conroy now points out that the firearms instructors are at Camp Smith, Peekskill, New York, for periods of two weeks each month during the summer and two weeks during each of the winter periods. The training of the Agents of the New York Office in groups requires two weeks. At night, these firearms instructors do not have any special assignments and Mr. Conroy felt that their time might be well used in research and improving training qualifications.

The Conference still was unanimously of the belief that this type of research is not needed and is rather far-fetched. Accordingly, the Conference believed that Mr. Conroy's suggestion should be disapproved and that he should be instructed that if the Agents have time at Camp Smith after working hours available for some kind of activity, it might be better spent on a general study of Bureau rules, regulations, and procedures.

If approved, the attached letter to Mr. Conroy should be sent.

Respectfully,
For the Conference

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Clyde Tolson
Chairman

W. E. Glavin
Secretary

OCT 25 1943

Tolson
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DATE 4/26/94 BY SP5C/6ce

cc - Mr. Tolson

cc - Mr. Glavin

30 OCT 26 1943

WRG:lrđ

October 23, 1943

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MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Quinn Tamm, Acers, Rosen, Mumford, Carson, Tracy, Hendon, Ladd and Glavin considered the necessity and desirability of continuing to burn confidential waste paper.

This problem was taken up with the Executive Conference since it takes the majority of the time of one man to burn this paper during the hours from 11:00 P.M. to 7:30 A.M. The Director has heretofore inquired as to the necessity for spending so much time in the burning of the paper.

For the Director's information, the incinerator does not open until 11:00 P.M. and no wastepaper can be burned until after that time. Many nights it takes the employee as long as 6 and 6 1/2 hours to burn the paper which has been collected. It must be fed into the incinerator, which is a small one, at a steady pace in order to eliminate the possibility of burning out a grate. After the employee has burned the paper he then handles certain work in the Supply Room. As many as 9 big hand trucks of confidential wastepaper are collected on some evenings.

The Conference with the exception of Messrs. Tolson, Acers, Ladd, and Glavin felt that the Bureau should continue to burn this confidential wastepaper; the majority members of the Conference pointing out that if one particular piece of confidential wastepaper is picked up on the streets after the regular pick up by the contractors handling wastepaper for the Department of Justice, the Bureau would be tremendously embarrassed. The majority of the members also point out that past scraps of paper have been found on the street, having blown off the truck carrying scrap paper for the Department.

RECORDED INDEXED

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Those dissenting, Messrs. Tolson, Ladd, Acers and Glavin, stated that it is primarily a waste of time to burn such paper. Mr.

Glavin pointed out that on several occasions he has made a check of the paper picked up from the confidential wastepaper baskets and he has found newspapers, orange peelings, apple cores, milk bottles and such and when such trash is thrown into the confidential wastepaper basket, it makes the task of burning confidential wastepaper more difficult since all

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OCT 26 1943

MEMORANDUM FOR THE DIRECTOR

- 2 -

of this miscellaneous trash, such as bottles, must be taken out and not thrown into the incinerator.

Should the Director approve, appropriate instructions will be issued to Mr. Glavin to continue the assignment of the employee now on the night shift to burn the confidential wastepaper.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

H. R. Glavin
Secretary

I agree with
minority,
H.

LAH:amr

October 15, 1943

THE DIRECTOR

The Conference unanimously approved the suggestion of Mr. A. F. Gunsser that the printed voucher instruction materials used before New Agents be made available to the in-service schools. A sample is attached.

If approved, a letter of thanks to Mr. Gunsser should be sent as attached.

Those present at the Executive Conference were Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hince, Hendon, Mumford, Coffey and Acers.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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#323013

cc--Mr. Tolson
Mr. Glavin

Attachment

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THE DIRECTOR

The Executive Conference considered suggestions in connection with receptions given for visiting police officials.

1. The Conference recommended that the following Bureau personnel be considered as the group to be invited to attend such receptions: The Director; members of the Executive Conference composed of Messrs. Tolson, E. A. Tamm, H. H. Clegg, E. P. Coffey, W. E. Glavin, D. M. Ladd, L. B. Nichols, Alex Rosen, S. J. Tracy, L. C. Hendon, L. A. Hince, H. A. Acers, J. K. Mumford, Quinn Tamm and C. E. Carson; Number One Men of each Division which would include in addition to those above who are members of the Executive Conference, Mr. J. A. Martin of the Laboratory, Mr. J. J. McGuire of the Records and Communications Division, Mr. H. H. Laughlin, Chief Clerk and Mr. Lee R. Pennington of the Investigative Division.

In addition it was recommended that the escorts for the guests of honor and Inspectors Egan and Gurnea, when they are in the city, attend these receptions and that any additional persons invited be selected on each specific occasion as the facts warrant.

2. With reference to the introduction of those present to the Director it was recommended that a group of three to four Bureau personnel be assigned to the job of introducing guests to the Director and to the Guest of Honor. These men, it was recommended, should be near the entrance and one of them should introduce himself to each guest who arrives, ascertain his identity, if unknown, for introduction. This individual should be available to stay with the guest until the next guest is presented to the Director at which time the first guest can be introduced to other Bureau personnel permitting the escort to return to his position near the entrance. By using three or four men for introduction purposes it would be possible to keep men available at the entrance at all times to make sure introductions are properly made.

This arrangement would differ from the arrangement used at the last reception at which time the assignment of introducing guests was divided among several especially those of 1942 Bureau employees and the assignment for introductions was restricted to specific guests for each Bureau employee so assigned.

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It was recommended that Bureau personnel not be introduced to the Director inasmuch as Bureau personnel of the group indicated above all know the Director and can handle personal greetings individually.

3. It was recommended that a smaller room be obtained in the future. It was pointed out at the Conference that the Chinese Room used at the last reception was the only room available at the time at the Mayflower Hotel and it was felt desirable to hold the reception at the Mayflower. However, in the future an attempt will be made to anticipate as far in advance as possible the dates for such receptions so that we can get the best possible choice of rooms. The Pan American Room was considered very good and if approved arrangements will be made to have the Pan American Room for the next reception.

Those present were Messrs. E. A. Tamm, Tracy, Nichols, Carson, Hendon, Rosen, Ladd, Mumford and Hince.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

OK.
h
cc - Mr. Glavin

LBN:RC

October 28, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Rosen, Mumford, Ladd, Hince, Clegg, Acers, Carson, E. A. Tamm, Quinn Tamm, Tracy, Glavin, and Nichols, considered Mr. Starke's suggestion and were unanimous in recommending that charts not be made but, on the other hand, that pertinent portions of the attached booklet setting forth the various charts used in firearms training be published from time to time in the FBI Law Enforcement Bulletin.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

CC- Mr. Tolson
Mr. Glavin

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October 25, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Glavin, Rosen, Ladd, Carson, Acers, Hince and Tracy, was advised of a request by the War Department to the Civil Service Commission for permission to send Civil Service fingerprint cards directly to the FBI instead of through the Civil Service Commission.

The Civil Service Commission expressed to the War Department its approval of the proposal providing the FBI agreed to handle the fingerprint cards in that manner and furnish the criminal record directly to the War Department instead of to the Civil Service Commission.

The Conference was unanimously of the opinion that the Identification Division should handle the War Department personnel fingerprints directly inasmuch as it will cause no additional work for the Identification Division providing the War Department submits their fingerprints in proper form.

If approved when the War Department contacts the Bureau arrangements will be made to handle the fingerprints in the manner requested providing the War Department takes the necessary steps to avoid additional work on the part of the Bureau.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

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cc - Mr. Tolson
Mr. Glavin

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WRG:val

October 26, 1943

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DATE 4/26/91 BY SP6/bce
#823013

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Nichols, Carson, Tracy, Ladd, Hince, Mumford, Rosen, Quinn Tamm, and Glavin considered recommendation made by Mr. Pfafman of the Laboratory that a special training room be set up in the Armory which will permit more detailed training in handling of technical installation work.

It was pointed out to the Conference that Pfafman recommends that Room 013 of the Training Building in the Armory, which incidentally is in the basement of the Armory and nearby the present pistol range, be set out. The room is 30' long by 15' wide by 12' high. It is suggested that the constructed room have each of the four walls possibly constructed of different materials such as regular lathe and plaster on one wall, sheet rock and plaster on another wall, wall board on a third wall, et cetera in order to acquaint the trainees with as many different situations as possible. There should be sufficient space beneath the floor of the inner room as well as above the ceiling of the inner room to permit an individual to have sufficient room for the necessary activity required in installation work, even though this room might be rather cramped.

The Conference recommends that favorable consideration be given to setting up a room within a room for our technical training work. The Conference unanimously feels that it would be to the advantage of the Bureau to have such a room set up. We could give more varied training in this way which would result in better handling of our actual technical installations in the field.

For the further information of the Director, the room in question is a deep room, it is not used for anything but storage at the present time, and we would not in any way be reducing available space by making this authorization. Should the Director approve the recommendation made, immediate steps will be taken to see that the inner room is installed without great delay.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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cc: Mr. Tolson

SJT:fra

October 25, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Rosen, Acers, Hince, Hendon, Ladd, Carson, Glavin and Tracy, considered a suggestion of supervisor Mohr of the Chief Clerk's Office that the Identification Division give further consideration to furnishing some type of music over the public address system in the Classifying Units. This suggestion was made to Mr. Mohr by Miss G. E. Rasmussen who was interviewed by Mr. Mohr at the time she submitted her resignation.

Messrs. Tolson, Rosen, Acers, Hince and Hendon were in favor of trying an experiment in the Typing Section to see whether or not music would be beneficial.

Messrs. Ladd, Carson, Glavin and Tracy were opposed to trying the experiment at all, it being pointed out by those opposed that music had been tried on the midnight and night shifts last year and it was found beneficial to assist in keeping employees awake. There was no indication at the time that music would be beneficial during the regular day shift.

The Conference was unanimously opposed to the playing of music in the Classifying Unit in view of the fact that concentration is necessary in classifying work and it was not felt that any distraction, whether in the form of music or otherwise, would be desirable even on an experimental basis.

Respectfully,
FOR THE CONFERENCE

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Clyde Tolson, Chairman

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W. R. Glavin, Secretary

OCT 26 1943

cc - Mr. Tolson
Mr. Glavin

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OCT 29 1943

URG:val

October 26, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. Tamm, Carson, Rosen, Mumford, Ladd and Glavin considered a request by SAC Henry L. Sloan of Quantico, Virginia, concerning certain repairs and paving at the Firearms Range at the F. B. I. Academy at Quantico, Virginia.

It was pointed out to the Conference that certain re-surfacing is desirable on the parking place immediately in the rear of the F. B. I. Academy. It was further pointed out to the Conference that this re-surfacing would cost approximately \$1250.

It is also the request of SAC Sloan that certain additional work be performed on the range, that certain asphalt be laid at the back of the range to assist in the maneuvering of the buses. The present paving in the back of the range has not completely taken care of our present problem.

This matter was discussed with Judge Holtzoff who stated that the Bureau's appropriation would be available for the re-surfacing immediately back of the F. B. I. Academy, but it would not be available for the new area which is to be paved in the rear of the Rifle Range.

The Conference, therefore, recommends the re-surfacing be immediately performed on that pavement immediately behind the F. B. I. Academy and that no further consideration be given to the new paving on the Rifle Range.

RECORDED & INDEXED

Respectfully submitted,
FOR THE CONFERENCE

8 OCT 27 1943

Clyde Tolson, Chairman

W. R. Glavin, Secretary

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DATE 4/26/91 BY SP5C/16ce
#323013

cc: Mr. Tolson

WRG:val

October 22, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Tamm, Carson, Rosen, Mumford, Ladd and Glavin recommended that the attached bulletin go forward to the Field pertaining to Department of Justice Circular #3618, concerning utilization of present paper supplies.

For the information of the Director, in view of many conflicting stories that have gone around concerning paper shortages, a check was made by the Administrative Division to find out just what the paper shortage was. Information was received by Mr. Janoshka, Statistical Section, Paper Branch, War Production Board, that there definitely is a paper shortage, that during the year 1941 some 17 million tons of paper were produced as compared to 16,888,000 tons of paper produced in 1942, that Janoshka is not at liberty to release figures on production during 1943 but stated there was a sharp decline in such production.

In commenting further on the paper shortage, Janoshka referred to the fact that the circulation of all newspapers had been drastically curtailed and stated that as a matter of fact, all publications in the War Production Board are being prepared on both sides of the paper. He also pointed out that paper manufacturers instead of now having a reserve of raw material amounting to about four weeks supply, in the majority of instances now have only a week's supply and in some instances no supply at all. The Army and Navy are consuming a tremendous amount of paper products. The reason for this is the fact that a number of articles formerly made from cloth and other materials, now are being made of paper.

Further the War Production Release of Monday, October 11, 1943, furnishes full information concerning the paper shortage. The release in question is attached hereto. It is interesting to note that to illustrate the extent of the gap between supply and requirements, the position in respect to newsprint, the degree of essentiality which is generally acknowledged and appreciated, is that even if this use of pulpwood were eliminated entirely there would still be a deficit of 2,367,000 cords of wood for

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MEMORANDUM FOR THE DIRECTOR

- 2 -

making pulp. If the total deficit were to be met in full by uniform percentage curtailments of all printing and wrapping papers, including newsprint, United States requirements for these papers for 1944 as now estimated would have to be cut by 52 percent. It therefore appears to be an actual shortage of paper in the country today.

The Conference, therefore, recommends that the attached bulletin go forward to the Field concerning the utilization to the ultimate degree of our present paper stock.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc: Mr. Tolson

OK
JH

LAH:amr

October 15, 1943

THE DIRECTOR

Mr. Hallford suggested that the Bureau require that the amount of work on the books of stenographers be considered in the preparation of the monthly administrative report. He points out that each Field Division has on the books of stenographers closed and RUC cases on the first of the month and that the completed investigative activity is not reflected in the monthly administrative report.

The Conference realized that this was true but it was pointed out that approximately the same amount of work is on the books on the first of each month and therefore the picture from month to month does not appear incorrect.

RECOMMENDATION: The Conference unanimously recommended that the work on the books of stenographers not be considered in arriving at the number of cases closed during the month.

Those present at the Executive Conference were Messrs. Tolson, E. A. Tamm, Glavin, Ladd, Nichols, Quinn Tamm, Rosen, Tracy, Carson, Hince, Hendon, Mumford, Coffey and Acers.

Respectfully,

FOR THE CONFERENCE

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Clyde Tolson
Chairman

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W. E. Glavin
Secretary

13 OCT 26 1943

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cc--Mr. Tolson
Mr. Glavin

AM:MP

October 22, 1943

THE DIRECTOR

The Executive Conference, attended by Messrs. Carson, Ladd, Clegg, Hendon, Glavin, Tracy and Roach, considered the suggestion that ~~cancel~~ cancellation notices be issued following the apprehension of those individuals who have been the subjects of wanted circulars. It is recalled that from time to time outstanding fugitives are circularized in the form of ~~wanted~~ circulars. These are transmitted to those agencies receiving identification orders.

RECOMMENDATION:

The Conference unanimously disapproved the suggestion that cancellation notices be issued inasmuch as the subjects of these wanted circulars are highly publicized upon apprehension and it is a matter of common knowledge that they in custody.

Respectfully,
For the Conference

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Clyde Tolson
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W. A. Glavin
Secretary

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cc-Mr. Glavin
Mr. Tolson

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October 25, 1943

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THE DIRECTOR

The Executive Conference attended by Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Nichols, Rosen, Glavin, Tracy, Quinn Tamm, Hendon, Acers, Hince, Carson and Mumford, considered a proposal submitted by SAC Stein, Juneau, concerning the handling of Selective Service cases. Mr. Stein pointed out that there are four judicial districts in Alaska of which one is located at Juneau and is readily accessible. The other three, however, are several hundred air miles distant and during adverse weather periods at times a month or more will elapse before a communication can be transmitted to one of those U.S. Attorneys and an answer received.

In the case of routine Selective Service violators where a decision is desired immediately as to whether the U.S. Attorney wishes the subject inducted or prosecuted or released, this condition presents an almost unsurmountable obstacle. As a consequence, the U.S. Attorney at Fairbanks directed the following quoted letter to the Juneau Office and the U.S. Attorneys at Anchorage and Nome wrote similar ones:

"Whenever a delinquent has been located by your office and it does not appear that the delinquency was due to a deliberate attempt on the part of the delinquent to violate the provisions of the Selective Training and Service Act of 1940, I may be quoted as declining prosecution.

"Likewise, whenever a delinquent is located or reported for failure to have a registration or classification card in his possession, in the absence of aggravated circumstances, prosecution will be declined. The above policy of this office may be quoted in your reports in the future without reference to this office.

Pursuant to another conversation with Special Agent George M. Haurahan, I wish to express the following policy: Where a delinquent has been located and the facts warrant his being held with a view to induction, you may consider the filing of a complaint authorized to effect the holding of such delinquent while the necessary steps are taken."

SAC Stein recommended that because of the special situation in Alaska and for the sake of expediency, efficiency and practicability his office

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Handwritten signatures and initials, including "W", "JRM", and "JRM".

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1943

Memorandum for the Director

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be permitted to comply with the suggestions of the three above mentioned U.S. Attorneys. The Executive Conference was unanimously in favor of permitting him to follow this procedure subject to having the matter referred to the Criminal Division for its approval.

If you concur, there are attached a memorandum to the Assistant Attorney General in charge of the Criminal Division and a letter to Juneau along those lines.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachments

October 27, 1943

LAH:PJJ

THE DIRECTOR

The Executive Conference approved utilizing the time saved through the cancellation of In-Service Receptions, by adding one-half hour to the lecture on Fraud Against the Government which will make a total of one hour for this subject. The Conference also approved adding one hour to the time now devoted to the making of speeches and cross-examination.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc-Mr. Tolson
cc-Mr. Glavin

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DATE 7/26/91 BY SP5C/VB/SL
#32303

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166-2554-2132
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Tolson
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October 26, 1943

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DATE 7/26/91 BY SP5/bee

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THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, E. A. Tamm, Nichols, Glavin, Tracy, Quinn Tamm, Acers, Carnon, Clegg, Ladd, Mumford, Rosen, Hendon, and Hince, considered further the suggestion of U. S. Attorney Edward H. Connolly that he be furnished copies of rough draft reports directly by Special Agents who are on road trips in the southern divisions of the Eastern District of the State of Washington. Mr. Connolly's second communication dated October 16, 1943, presented a somewhat different problem than was stated in his original communication of September 30, 1943. In his original communication, Mr. Connolly stated that invariably there was delay in the furnishing of reports upon cases which originated in the local district (the Eastern District of Washington). In his communication of October 16, Mr. Connolly states that there is no difficulty with reference to cases handled by Agents working in or out of the Spokane Resident Agency. He says now that the difficulty lies with the Agents working on road trips in the two southern divisions of the Eastern District of Washington with whom his only contact is by long distance telephone.

Mr. Connolly also raised the new issue that approximately 35,000 additional transient civilian workers and military personnel have recently flowed into this area and that an additional crime volume usually arises making more urgent the matter of expediting Agents' reports.

Mr. Connolly again suggests that reports of Agents working in the southern division of the Eastern District be prepared at the Spokane Office. Mr. Connolly mentioned that the cooperation between the Special Agents and the U. S. Attorney has been wholly satisfactory, but that the present system of reporting is outmoded.

CONFERENCE CONSIDERATION

RECORDED & INDEXED

This suggestion was considered carefully by the Executive Conference. The conclusions of the majority were that:

1. It is undesirable to furnish copies of rough draft reports to U. S. Attorneys because:

(a) Something undesirable may be placed in a rough draft report by a Special Agent and if furnished directly to the U. S. Attorney, the report cannot be revised to meet the Bureau's desires.

cc - Mr. Glavin

62 NOV 2 1943

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[Handwritten signature]

(b) Other U. S. Attorneys will hear about such a privilege granted to the U. S. Attorney at Spokane and will be likewise asking for rough draft reports.

(c) U. S. Attorneys throughout the country have for many years done satisfactorily in making decisions on the basis of oral conversations with Special Agents.

2. In spite of the above, the U. S. Attorney seems to have us on a spot. Under our present system, we cannot furnish finished reports to him in less than 3 to 4 days. He wants them sooner.

RECOMMENDATION

The problem involved amounts to approximately 16 Selective Service cases per month and a small number of other jail cases.

1. Mr. Tolson favors having Special Agents operating on road trips in the Eastern District of Washington furnish a copy of their rough draft reports in such cases directly to the U. S. Attorney by mail. Another copy would be furnished by the Agent to the Seattle Office.

2. Messrs. E. A. Tamm and Nichols favored having Special Agents in such cases submit telegraphic summaries to the U. S. Attorney in lieu of a copy of their rough draft reports. Mr. Nichols, in the alternative, would be satisfied if a letter were written to the U. S. Attorney by the Agent summarizing the facts.

3. Messrs. Glavin, Tracy, Quinn Tamm, Acers, Carson, Clegg, Ladd, Mumford, Rosen, Hendon, and Hince favored having the Special Agents in such cases send immediately their rough draft reports to the senior Resident Agent at Spokane (presently Agent Iherstein), having these rough drafts looked over carefully by the Resident Agent, and then have the facts in the memorandum made available to the U. S. Attorney at Spokane and the facts discussed by the Resident Agent with the U. S. Attorney. It will be noted that the U. S. Attorney has expressed satisfaction with oral discussions by the Resident Agent at Spokane and has only objected to the long distance telephone cases. This group recommended that after the Resident Agent at Spokane has discussed the facts on the basis of the rough draft report with the U. S. Attorney, he should then forward the rough draft report to the Seattle Office for transcription. The majority felt that this would meet the necessities and would permit satisfactory control of the contents of rough draft reports prior to submission to the U. S. Attorney. This group also recommended that after the report has been discussed with the U. S. Attorney, it should be forwarded to the Seattle Office by air mail for transcription and the finished report returned by air mail to the U. S. Attorney.

If the majority opinion is approved, the attached letters to the U. S. Attorney at Spokane and the SAC at Seattle should be sent.

2 OK.
A.
Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

URG:val

October 27, 1943

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/26/91 BY SP5/bce
#33,013

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Rosen, Mumford, Hince, Hendon, Carson, Nichols, Quinn Tamm, Tracy, Acers and Glavin considered suggestion by Mr. Patterson that the Bureau purchase new file covers for the Files Division.

For the information of the Director, there is attached hereto a folder labelled A which is the new type of folder desired by the Files Division. There is also attached hereto a folder labelled B which is the present type of folder utilized by the Files Section.

Mr. Patterson, in his memorandum, recommended the new type of folder as compared with the old type of folder since the new folder would be much easier to handle. He states that (1) on the old folder the Acco Fastener is on the top and outside of the file cover, and therefore small files constantly stick to each other and on these occasions result in misfiles, (2) because of these Acco Fasteners the files will not lay evenly in the drawers but stick to each other at uneven heights, (3) clerks are continually cutting their fingers on the sharp fasteners.

The Director will note that in the suggested sample the Acco Fastener is on the inside of the file rather than on the outside. For the Director's further information the present files, such as the one labelled B which we presently have in stock, costs \$5.90 a thousand. The new files would cost \$10 a thousand or \$4.10 more a thousand. We have at the present time between eighty and ninety thousand of the present type file front on hand.

RECORDED & INDEXED

66-254-2135

The Conference recommends against the adoption of a new type of file folder front. It is pointed out although the Acco Fastener on the new type folder is on the inside, constant opening and closing of the file cover would wear it out, and it would have to be repaired; that the savings and the advantages of the new cover do not in anyway compensate for the additional cost. The Conference recommends unfavorably as to the suggestion submitted.

Respectfully submitted,
FOR THE CONFERENCE

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cc: Mr. Tolson

Clyde Tolson
Chairman

W. R. Glavin
Secretary

VRG:val

October 28, 1943

MR. TOLSON

The Executive Conference consisting of you, Messrs. E. A. Tamm, Clegg, Ladd, Rosen, Mumford, Hince, Hendon, Carson, Nichols, Quinn Tamm, Tracy, Acers and I considered the desirability of relocating the Knoxville Office, having all of the work in Tennessee either covered from Memphis or through the opening of a new office at Nashville.

There is attached a complete resume of all facts concerning any possible relocation of offices in Tennessee.

From full consideration of the entire matter, it was definitely the opinion of the Conference that there should be no relocation of the Knoxville Office at this time, particularly since travel would be so extensive and the Knoxville Office has over 50% of the work presently pending in the state of Tennessee.

Respectfully,

W. R. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/26/91 BY SP-5 CJP/SCJ
#323,131

166-2554-
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LDH:RG

October 29, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Hince, Ladd, Hendon, Coffey, Acers, Tracy, Quinn Tamm, Glavin, Rosen, and Nichols, considered the matter of release of information to the press in connection with escaped German prisoners of war and interned alien enemies.

The present rule set forth in Bureau Bulletin No. 8, January 6, 1943, states that the Bureau will be immediately furnished with the details of the escape and "in the event a press or radio release is considered advisable, Bureau authority for the issuance of such a release directed toward the apprehension of the escapee should be requested. No publicity shall be issued in these cases without Bureau authority."

It was pointed out to the Conference that the field was also authorized to immediately contact the police in attempting to locate German prisoners of war and escaped alien enemies. When the police are contacted it is broadcast by the police radio and the newspapers are advised, thus, they have the information at the time. It was the unanimous belief of the Conference that the field should be authorized to also answer press inquiries and furnish a statement to the press and radio stations where deemed advisable at the time announcement is made to the police. Request for such authorization is always granted and the only advantage to be served by requiring prior authorization is that the Bureau might be advised in the event we receive inquiries. It is believed this can be taken care of if a teletype is furnished the Bureau at the time of the escape.

RECORDED

The Conference unanimously recommended the attached bulletin go forward.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/26/91 BY SP5C/HK
ON #323073

51
Respectfully,
For the Conference

8 NOV 1 1943

Glyde Tolson, Chairman

U. R. Glavin, Secretary

Attachment

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E. A. Tamm
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317 CC-Mr. Tolson
41 NOV 2 1943 Glavin

WRG:1rd

November 1, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Quinn Tamm, Acers, Ladd, Rosen, Hince, Tracy, Hendon and Glavin considered a suggestion submitted by Special Agent A. T. Potter concerning a change in the property receipt forms. He suggests that in the interest of saving paper this form be reduced in size to at least one-half the present size and that consideration be given to utilizing a 3 x 5 or 5 x 8 form for this purpose. He suggested that some thought might be given to utilizing the form itself for direct filing in the records of the Chief Clerk's Office. He also suggested that the wording on the property receipt form be changed in order that the form may be more appropriately utilized for the return of property.

Mr. Glavin pointed out that the alternate wording or "received" or "returned" on the revised property form would be desirable. Mr. Glavin also stated that it is not desirable to reduce the size of the property receipt forms inasmuch as in the majority of cases the 3 x 5 size would not be adequate and felt it would be desirable to print both the 5 x 8 and the 8 x 10 1/2 inch forms. Further, he did not feel that there should be any maintenance of property receipt forms in the Inventory and Supply Section as suggested by Mr. Potter since it would be necessary to add one or more employees to the section to maintain such files and the maintenance of such files would not justify the additional employees.

It is, therefore, recommended by Mr. Glavin that property forms with the alternate "received" and "returned" wording be prepared both on the one-half and full size paper when new property forms are printed.

The Conference unanimously approves the suggestion as amended.

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/22/94 BY 3252/162
#3330 B

RECORDED & INDEXED
Respectfully submitted,
FOR THE CONFERENCE

8 NOV 2 1943

Glyde Tolson, Chairman

W. R. Glavin, Secretary

October 27, 1943

LAH:PJJ

THE DIRECTOR

Executive Conference
** Mail*

SUGGESTION: Employee suggests that only one copy of mimeographed bulky reports be retained in closed cases in order to relieve the crowded condition of the file cabinets.

CONFERENCE CONSIDERATION: The Conference noted that the requirement is that two or more copies of reports should be prepared by the office making the report. The Conference believed that it would be desirable to have two copies of all reports in the field office files because it is often necessary to send a copy of a previously prepared report to another office.

RECOMMENDATION: The Conference recommended that the present rule be continued and that each office be required to prepare at least two copies of every report. In addition the Special Agent in Charge at New York will be advised by a copy of the communication prepared to the employee who made the suggestion, that if thought an excessive number of copies the Special Agent in Charge may use his discretion in destroying them providing two of them are retained. If approved a letter to the employee has been prepared.

Those present were Messrs. Tolson, E. A. Tamm, Carson, Coffey, Hendon, Clegg, Ladd, Rosen, Glavin, Acers, Nichols, Tracy and Hince.

ALL INFORMATION CONTAINED
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DATE 4/26/91 BY SP-6/KSP

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cc-Mr. Tolson
cc-Mr. Glavin

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Respectfully,
For the Conference B I

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-2138
8 NOV 13 1943

12 NOV 3 1943

LBH:RC

October 30, 1943

THE DIRECTOR

The Executive Conference considered Mr. Harbo's suggestion to the effect that deportation statistics be discontinued on the basis that the figures are very small. Last year there were 21 deportations in all.

The Conference, consisting of Messrs. E. A. Tamm, Mumford, Ladd, Acers, Hendon, Coffey, Glavin, and Nichols unanimously recommended that the deportation figures be continued and that they be compiled on the basis of the following rule:

"Record the number of foreign nationals subsequently deported in cases investigated by the FBI following declination of prosecution by the United States Attorney for violation of a Federal Statute coming within the primary jurisdiction of the Federal Bureau of Investigation and in cases where information furnished by the Bureau is acted upon by the Immigration and Naturalization Service as a result of which the alien is subsequently deported. A statistical record should also be maintained of those cases where a Bureau representative testified at the deportation hearing and the alien was subsequently deported."

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/24/91 BY SP5C/LSC
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Respectfully,
For the Conference

Glyde Tolson, Chairman

W. D. Glavin, Secretary

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CC- Mr. Tolson
Mr. Glavin

22 NOV 3 1943

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LAH:PJJ

October 27, 1943

THE DIRECTOR

It has been suggested that Field Office Register No. 2, FD-48, should be amended so that in the second column there would appear in addition to the "Date and hour of arrival in the city" the following words, "and field office from which employee arrived."

The above suggestion was made by a large number of Chief Clerks during Chief Clerks' School and the suggestion has been held in advance pending the printing of the existing form. At the present time this form is about to be printed and the suggested revision has been recommended by the Training Division.

CONFERENCE CONSIDERATION: The Conference believed that inasmuch as the information is necessary for the preparation of appropriate correspondence with the Bureau on arrivals and departures of Agents in the field, the suggestion should be approved.

RECOMMENDATION: The Conference recommended favorably on the addition of phraseology which would permit the insertion of necessary information on Register No. 2.

Those present were Messrs. Tolson, E. A. Tamm, Carson, Coffey, Hendon, Clegg, Ladd, Rosen, Glavin, Acers, Nichols, Tracy and Hince.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 11/24/94 BY SP5C/LLK
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cc-Mr. Tolson
cc-Mr. Glavin

77 INDEXED
Respectfully,
For the Conference B

Glyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-2140
8 NOV 2 1943

34 NOV 3 1943

LDN:RG

October 30, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Mumford, Ladd, Acers, Hendon, Tracy, Coffey, and Nichols considered the suggestion of Peggy McDonald to the effect that this year the practice of purchasing toys and presents in the Files Section be discontinued.

It was pointed out that over the years the practice has evolved whereby the various Units in Files have a Christmas party and inexpensive gifts, limited to purchases from the 50 Cent store, are exchanged. Miss McDonald suggested that we discontinue the gifts and the money be lumped together to be used in purchasing \$25 War bonds. Names would then be drawn at the party and the winner would receive a War Bond.

Messrs. E. A. Tamm, Mumford, Ladd, Hendon, Acers and Coffey were opposed to the adoption of such a suggestion on the basis this would constitute a lottery and raffle.

Mr. Nichols favored the suggestion since the same practice has been followed at FBIRA dances, coupled with the further fact that even though it has the semblance of a lottery the money is going to the war effort and is more judiciously expended than in the purchase of toys.

In the event the majority opinion is approved, the matter will be discussed with Miss McDonald orally.

Respectfully,
For the Conference

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Clyde Tolson, Chairman

8 NOV 2 1943

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
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CC- Mr. Tolson
Mr. Glavin

4 NOV 3 1943

HHC:PJJ

September 6, 1943

7323013 SP52/600 4/26/91
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

THE DIRECTOR

DATE 8/10/87 BY SP3C

RE: PRELIMINARY REPORTS IN SABOTAGE CASES

Members present: Messrs. Tracy, Quinn Tamm, Carson, Nichols, Acers, Hendon, Ladd, Mumford, Rosen, Coffey, Glavin, Hince and Clegg.

It was suggested that the Preliminary Report now required to be submitted within 7 days, be extended to 15 days in view of the initial teletype presently required.

ADVANTAGES

1. In most cases just one report could be submitted concluding the investigation and thus a reduction in filing.
2. The Preliminary Report submitted to reach the Bureau in 7 days contains very little additional data than that contained in the original teletype to the Bureau.
3. Officials can better supervise the case when one report is submitted rather than two.

The remedy for preventing the disadvantages cited below from being effective is the present requirement that any important outstanding developments in Sabotage Cases be reported presently by teletype.

DISADVANTAGES

RECORDED & INDEXED

1. The main disadvantage that can be seen is that the failure to submit reports of such investigations within a period of 7 days to the Bureau so that the Bureau at headquarters has the information at hand is that local representatives of military and naval services in the plants wherein the alleged sabotage has occurred have a knowledge of the investigative activity of Agents and may report to their superiors the full story before it is in the hands of the Director in Washington. Possibly during the weekly intelligence conferences of the Intelligence Services, certain questions might be asked the Director concerning developments in the case which he does not have at hand.

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It is further pointed out that it is a well-known fact that the Intelligence Services, especially in the Navy, have been told to reduce and they are looking for work to keep the force what it is today. They will pick at any straw to justify their continued existence.

2. In any alleged Sabotage Cases garbled and distorted newspaper stories arise in sections of the country other than in the division having jurisdiction over investigation of the case, and there is a possibility that nothing out of the ordinary in the investigation would occur which would necessitate urgent communication with the Bureau, yet the misinformation might be brought to their attention at headquarters without knowing the actual facts.

VOTE

At Chicago, Messrs. Brantley, Drayton and Scheidt and Chief Clarke, Swain and Dunkel and Mr. Clegg favored the suggestion. Mr. Glavin was opposed.

At the Executive Conference all members were opposed to the suggestion except Mr. Clegg, who favored.

"I share Mr. Clegg's
views. H"
(+)

Respectfully,
FOR THE CONFERENCE

Elyse Tolson
Chairman

W. R. Glavin
Secretary

hmc:hd

November 1, 1943

THE DIRECTOR:

The San Francisco Regional Conference of Special Agents in Charge suggested that periodically some Bureau official hold conferences for the purpose of obtaining suggestions which would tend to reduce the amount of unnecessary overhead and unnecessary paper work. They cited Bureau Bulletin #16 which incorporated many helpful improvements of this type as a result of a conference held by the Special Agents in Charge, Chief Clerks and Bureau representatives at Chicago. They thought that such conferences held periodically would do a great deal toward improving the situation and reducing overhead to a minimum.

The San Francisco Conference of Special Agents in Charge were unanimously in favor of this suggestion.

The Executive Conference, Messrs. Ladd, Moore, Coffey, Hendon, Acers, Tracy and Clegg being present, considered this matter and felt that such suggestions should be solicited during the course of regular Regional Conferences of Special Agents in Charge or at Special Agent in Charge conferences when they are held in Washington or as the Director may direct.

ALL INFORMATION CONTAINED
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DATE 12/26/97 BY SP5CJ/bce
#323,093

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

| | |
|----------------|-------|
| Mr. Tolson | |
| Mr. E. A. Tamm | |
| Mr. Clegg | |
| Mr. Coffey | |
| Mr. Glavin | |
| Mr. Ladd | |
| Mr. Nichols | |
| Mr. Rosen | |
| Mr. Tracy | |
| Mr. Acers | |
| Mr. Hendon | |
| Mr. Mumford | |
| Mr. Starnes | |
| Mr. Quinn Tamm | |
| Mr. Nease | |
| Miss Gandy | |

cc. Mr. Tolson
Mr. Glavin

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27 NOV 3 1943

October 27, 1943

LAH:PJJ

THE DIRECTOR

EMPLOYEE: WILLIE D. YARBROUGH

SUGGESTION: Employee suggests that she be permitted to borrow the Spanish textbook published by the Bureau. The employee is a clerical employee.

CONFERENCE CONSIDERATION: The conference was informed that there are 500 copies of the recently revised Spanish text. Most of these will be requested by the field offices in connection with classes for Special Agents. New York City has just requested 60 copies. There would not appear to be enough texts for the clerical employees who would request them if this individual inquiry were favorably acted upon.

RECOMMENDATION: The conference unanimously recommended that the issuance of these texts be restricted to Special Agents. If approved a letter to Miss Yarbrough has been prepared.

Those present were Messrs. Tolson, E. A. Tamm, Carson, Coffey, Hendon, Clegg, Ladd, Rosen, Glavin, Acers, Nichols, Tracy and Hince.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/26/94 BY SP5CJ/bce
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cc-Mr. Tolson
cc-Mr. Glavin

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lahjhd

November 1, 1943

THE DIRECTOR:

The Executives' Conference unanimously approved a modification of the Manual of Rules and Regulations to provide that notifications of the departure and arrival of employees in the Field Offices may be made by mail provided that such notifications be made in advance as to the intended time of departure and that any change in departure time be made known to the Bureau by mail.

Those present at the Conference were Messrs. Glavin, Tracy, Acers, Hendon, C. Tamm, Hince and Clegg.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/26/91 BY SPC/160
#323,213

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC. Mr. Tolson
Mr. Glavin

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|----------------|-------|
| Mr. Tolson | |
| Mr. E. A. Tamm | |
| Mr. Clegg | |
| Mr. Coffey | |
| Mr. Glavin | |
| Mr. Ladd | |
| Mr. Nichols | |
| Mr. Rosen | |
| Mr. Tracy | |
| Mr. Acers | |
| Mr. Carson | |
| Mr. Hendon | |
| Mr. Mumford | |
| Mr. Starke | |
| Mr. Quinn Tamm | |
| Mr. Nease | |
| Miss Gandy | |

RECORDED & INDEXED

66-2554-2145

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hmc:hd

November 1, 1943

THE DIRECTOR:

Italian registration

The Special Agents in Charge at Chicago submitted a suggestion that as for the applications for registration of enemy aliens that the applications for Italians, which are quite numerous and which are maintained in alphabetical sequence with other nationalities, should be maintained in the future with the closed files on alien enemy applications. This, it was felt, would reduce the number of pending applications; would make them easier to handle. Messrs. O'Connor, Hallford, McFarlin, Hanni, Dalton, Flood, Brantley, Rhodes, Morris and Drayton favored the suggestion.

Messrs. Kuhnle, Hostetter, Boardman, Bugas, Cornelius and Belmont were opposed since it would be a lot of work, they claimed, to segregate the Italian applications in large offices and they don't use these files very much anyway.

The Executives' Conference considered this matter and since the applications for Italians are to be completely segregated from those of other nationalities, it is an easy matter to move them to the closed file section and the Executives' Conference agreed with the majority of the Special Agents in Charge that this segregation should be made, in order to make more expeditious the handling of other files and in order to remove the obsolete Italian files to the closed section where they will not have to be gone over as would be the case if they are in the pending files.

Those present at the Executives' Conference were Messrs. Glavin, Acers, Hendon, Coffey, Hince, Ladd, Carson, Tracy and Clegg.

Respectfully,
FOR THE CONFERENCE

RECORDED & INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/26/91 BY SP-5 JBC
323013

Clyde Tolson
Chairman

F. R. Glavin
Secretary

66-2554-2146

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8 NOV 4 1943

cc. Mr. Tolson
Mr. Glavin

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Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Acers
Mr. Carson
Mr. Hendon
Mr. Hallford
Mr. McFarlin
Mr. Quinn Tamm
Mr. Nease
Mr. Gandy

LBN:RC

November 2, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Rosen, Mumford, Ladd, Hince, Hendon, Carson, Acers, Coffey, Quinn Tamm, Tracy, Glavin, and Nichols, considered the matter of tours for friends and relatives of Bureau personnel.

Mr. Nichols pointed out that prior to the outbreak of war we set aside the first Monday night each month and took Bureau employees' friends and relatives on tours of the building. At the present time the only people we take, outside of special visitors, are relatives and friends of employees who make appointments for them to be taken on tours of both this building and the Armory.

The Conference was unanimous in recommending against the revival of night tours at this time since the tours would be flat unless a tremendous number of personnel were brought back to work in the evenings; otherwise, an unfavorable showing would be made.

The Conference likewise recommended against sending out a poster to employees advising they can arrange for members of their families and their friends to visit the Bureau at 10 a.m. and 2 p.m. each day, on the basis that we do have a shortage of personnel, coupled with the fact that we have widely stated we no longer have general tours. For the Director's information, we follow the policy now of taking special visitors on tours, law enforcement officials, and individuals referred to us by members of Congress.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/26/91 BY SP-1/KC

323,813

Respectfully,

For the Conference

RECORDED & INDEXED

Clyde Tolson, Chairman

H. R. Glavin, Secretary

CC- Mr. Tolson
Mr. Glavin

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
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Tracy
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Harbo
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Mumford
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Quinn Tamm
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29 NOV 4 317

#Supervision - Was taken to dispute conf

hmc:hd

November 1, 1943

THE DIRECTOR:

The Special Agents in Charge at the Regional Conference in New York suggested that a special classification number be given to War Labor Dispute Act violations and that they not be carried under the Sabotage classification number 98 as at present for the reasons that they were not sabotage cases and that some of the rules applying to sabotage cases would not apply to those cases. They demanded a special treatment and it would logically follow that a special classification should be devised.

The Files Division recommended that classification number 57 entitled "Strikes", which has not been used in the Bureau since 1923, be assigned to this "War Labor Disputes Act" and the Executive Conference unanimously agreed, Messrs. Glavin, Acers, Hendon, Coffey, Hince, Ladd, Carson, Tracy and Clegg being present.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/24/91 BY SP5 CJP/bse
#323,023

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Glavin.....
Mr. Ladd.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Tracy.....
Mr. Acers.....
Mr. Carson.....
Mr. Hendon.....
Mr. Mumford.....
Mr. Starks.....
Mr. Quinn Tamm.....
Mr. Nease.....
Miss Gandy.....

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Glavin

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November 2, 1943

THE DIRECTOR

The Executive Conference, attended by Messrs. R. A. Tamm, Q. Tamm, Glavin, Acers, Hendon, Tracy, Ladd, Hince, Coffey, and Eosen, considered and unanimously approved the suggestion that at each future FBI Law Enforcement Conference a discussion be held of five cases of the most important fugitives, and that slide photographs of these fugitives be shown during the discussions.

The details of the discussions and presentation of the slides in the field will be worked out with the Training Division.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/23/91 BY SP-5/BJE

Respectfully,
For the Conference,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Tolson
Glavin

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November 4, 1943

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 1/26/95 BY SP-1/1/95

#32813

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Mumford, Ladd, Hendon, Carson, Acers, Coffey, Quinn Tamm, Tracy, Nichols, Hince, and Glavin, considered a suggestion made by Mr. Clegg that the Bureau secure and present to Dr. Manuel Antonio Pulido V., the visiting Venezuelan law enforcement official, a short barrel .32 calibre revolver.

It was pointed out to the Conference that Dr. Pulido had advised that his superior was particularly desirous of securing a short barrel .32 calibre revolver. Mr. Clegg pointed out that efforts had been made through the Laboratory and outside the Bureau to obtain such a gun without avail and that there are several of this type of revolver presently on hand in the Bureau, and it was suggested that the Bureau present one of those to Dr. Pulido.

For the Director's information, the Bureau has twelve such revolvers in stock at the present time. For the Director's further information, the Conference was advised by Mr. Glavin that he had inquired of Joe Lorch, the outstanding firearms procurement man in town and one who has always been able to get firearms for us, regarding the possibility of purchasing a short barrel .32 calibre revolver, and Lorch states that O.S.S. and several other agencies of the Government have bought up every weapon of this kind that was in the market or in stock and he does not know of a one in town at this time.

The Conference, with the exception of Messrs. Tolson, E. A. Tamm, Coffey, and Glavin, was of the opinion that the Bureau should present the .32 calibre revolver to Dr. Pulido.

Messrs. Tolson, Coffey, and Glavin were of the definite opinion that no such presentation should be made to Dr. Pulido of a Government-owned firearm.

Mr. E. A. Tamm, in voting "no" on this particular matter, wished to be recorded as pointing out that even though he did vote "no", the Bureau should realize the great amount of good

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66-2554-2150

Memorandum for the Director

- 2 -

will that would be secured through such a presentation, and that the Bureau should continue to bear this particular thought in mind when for a very small expenditure such as this we would be able to receive a great deal of good will in the particular country involved.

No action toward the securing of such a revolver for Dr. Pulido will be taken until further advice is received from the Director.

Absolutely no. What

I would like to know
is where is the money
going to come from for
such gifts. We have
no official funds for
such purposes.

H.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

LAH:PJJ

October 27, 1943

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/85 BY SP5V/ace
#828213

Executive Conference

SUGGESTION: That an additional line be added to Form FD-58, which is a long distance telephone call record, so that the additional line might be used to identify the particular telephone line of the field office on which the call is received. This would permit more convenient checking of charges.

CONFERENCE CONSIDERATION: The conference considered the fact that it is no longer required that the telephone charges and time of call be asked by the field office. Accordingly, there is at present no system of checking the charges reported by the telephone company and it is billed inasmuch as the charges are not obtained at the time the call is concluded. Our previous practice was to ask the telephone company at the conclusion of each call for the time and charges. This practice was abandoned several months ago when the telephone companies asked that it be discontinued in order to expedite the handling of long distance telephone business. The Bureau acceded to this request as did other governmental departments and private industries.

RECOMMENDATION: In view of the fact that the charges are not recorded at present there would appear to be no reason for making the record. If approved a letter will be written to the employee who made this suggestion.

Those present were Messrs. Tolson, E. A. Tamm, Carson, Coffey, Hendon, Clegg, Ladd, Rosen, Glavin, Acers, Nichols, Tracy and Hince.

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Starke
Quinn Tamm
Nease
Gandy

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Approval for the Director
EO 10739/43
cc-Mr. Tolson
cc-Mr. Glavin

8 NOV 5 1943

66-2554-2151

October 27, 1943

LAH:PJJ

THE DIRECTOR

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/25/91 BY SP5/che
#323513

SUGGESTION: Employee suggests that field offices be permitted to maintain Identification Order Albums containing full and side view, smooth-face photographs of all outstanding identification order subjects.

CONFERENCE CONSIDERATION: Conference realized that such photographs are sometimes useful in exhibiting them to witnesses and citizens who feel they have seen a fugitive. However, to approve the suggestion would be to negate the action already taken in abolishing the I.O. Files. The Conference also felt that this might be a desirable post-war subject for consideration but that at this time we should maintain our position in cutting down on files which we can do without.

RECOMMENDATION: The Conference recommended unfavorably on the establishment of an Identification Order Album on the grounds that we should continue to do without unnecessary files.

Those present were Messrs. Tolson, E. A. Tamm, Carson, Coffey, Hendon, Glegg, Ladd, Rosen, Glavin, Acers, Nichols, Tracy and Hince.

Respectfully,
For the Conference

Glyde Tolson
Chairman

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Quinn Tamm _____
Nease _____
Gandy _____

cc-Mr. Tolson
cc-Mr. Glavin

W. R. Glavin
Secretary

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November 1, 1943

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/25/91 BY SP52/6cc

THE DIRECTOR:

The Executives' Conference considered the suggestion of Miss
Rosalie T. Lyon that the In-Service Clerical School include a visit to
the Washington Field Office.

This was originally considered when the school was first
organized and the opinion of the conference at that time was that such
a tour of the Washington Field Office would be unwieldy because of the
large size of the group and that it would interfere with the functioning
of the Washington Field Office to some extent. It was also felt that
the tour would not be of sufficient interest to include it at that time.

This matter was reconsidered by the Executives' Conference on
October 29 and the unanimous opinion was that the Washington Field Office
tour would make the school unwieldy.

The Executives' Conference consisted of Messrs. Glavin, Tracy,
Acers, Hendon, G. Tamm, Hince and Clegg.

If approved, the employee is being advised.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED & INDEXED

66-2554-2153
8 NOV 5 1943

| | |
|----------------|----------------|
| Mr. Tolson | Mr. Tolson |
| Mr. E. A. Tamm | Mr. E. A. Tamm |
| Mr. Clegg | Mr. Clegg |
| Mr. Coffey | Mr. Coffey |
| Mr. Glavin | Mr. Glavin |
| Mr. Ladd | Mr. Ladd |
| Mr. Nichols | Mr. Nichols |
| Mr. Rosen | Mr. Rosen |
| Mr. Tracy | Mr. Tracy |
| Mr. Carson | Mr. Carson |
| Mr. Hendon | Mr. Hendon |
| Mr. Mumford | Mr. Mumford |
| Mr. Starke | Mr. Starke |
| Mr. Quinn Tamm | Mr. Quinn Tamm |
| Mr. Nease | Mr. Nease |
| Miss Gandy | Miss Gandy |

20 NOV 5 1943

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November 1, 1943

#323813
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/8/91 BY SP-1/Kee

THE DIRECTOR:

The Executives' Conference reconsidered the question as to whether the Chief of Police Russell George Haskin of Boise, Idaho should be permitted to attend the FBI NPA. He was previously turned down because he had been charged with rape. Chief Haskin had invited SAC Logan of Butte to have a thorough investigation made and he indicated that the victim in the case would be glad to point out that the charge was a mistake and that he was not guilty.

Mrs. Oliver Hoerman, the victim, was interviewed by a representative of the Springfield Office and she stated that the testimony which had been previously reported to the Bureau was correct; that Chief Haskins had actually been guilty of rape and that the matter had been hushed up because the two families had been in business in the same city and did not desire publicity. Although Mrs. Hoerman did not indicate any resentment, she indicated that the facts spoke for themselves and that Haskins was actually guilty.

RECOMMENDATION:

On these facts, the Conference, consisting of Glavin, Tracy, Acers, Hendon, Tamm, Hince and Clegg, unanimously recommended that Chief Haskin not be approved for attendance at the Academy and that the Special Agent in Charge be instructed to inform Haskin of this action in the event he inquires further.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

RECORDED & INDEXED

W. A. Glavin
Secretary

NOV 5 1943

cc. Mr. Tolson
Mr. Glavin

Mr. Tolson.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Glavin.....
Mr. Ladd.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Tracy.....
Mr. Acers.....
Mr. Carson.....
Mr. Hendon.....
Mr. Mumford.....
Mr. Starks.....
Mr. Quinn Tamm.....
Mr. Nease.....
Miss Gandy.....

October 16, 1943

LAH:PJ

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/30/94 BY 6016

THE DIRECTOR

The Executives' Conference considered the question of the present firearms training program in the field. It was the opinion of the Training Division that the present program is inadequate.

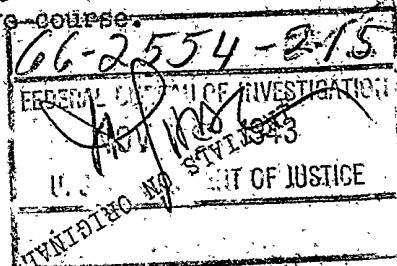
For several years the Bureau required Special Agents in the field to receive training at 7 periods. Each Agent had been required to fire the practical pistol course at 5 periods and to qualify in 4 at least. The Agents were also required to fire the other weapons namely the Thompson Sub-machine Gun, .30 calibre rifle and shotgun at 4 periods and to qualify at least twice. The regulations also required that practice runs be had of the various courses before the courses were fired for the record.

A few months ago the Bureau restricted the firearms training program on the grounds that ammunition was not available for the full course. The field was instructed to eliminate all practice runs and to limit the number of times each weapon was fired so that an Agent qualifying 4 times in the practical pistol course would not be permitted to engage in the 5th previously required session. The restriction also included cutting down the number of times an Agent would fire the other weapons from 4 times to twice per year.

The restrictions imposed a few months ago have created a situation in which it is possible for a Special Agent to receive firearms training in July and August of 1943 and to receive no firearms training thereafter until May, 1944 when by attending training in May and June, 1944 he could complete the required courses. Such action would be in accordance with existing regulations. The Training Division believes that this is a very undesirable situation inasmuch as Special Agents can go without firearms training for as long as 8 months. The conference had been unanimously of the opinion that additional training was desirable and facts were obtained from the War Production Board by Mr. Halter of the Chief Clerk's Office and Mr. Hince of the Training Division with respect to the prospect of obtaining sufficient ammunition. Mr. Louis Lipscomb, Chief of the Public Protection Branch, Governmental Requirements Section, of the War Production Board was very optimistic about the possibility of obtaining sufficient ammunition to meet the Bureau's old intensive firearms training program. The presently approved allotments were reviewed and it was observed that the Bureau presently has had approved 512,000 rounds of .45 calibre ammunition used in the Thompson Sub-machine Gun. The old intensive training course can be fired with 943,000 rounds. Accordingly, presently approved ammunition quota is satisfactory and there would appear no reason why we cannot return to the old intensive course.

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October 16, 1943

The old intensive training program with the shotgun calls for 230,850 rounds whereas only 122,000 have been approved. The conference favored going back to the old program if additional ammunition could be obtained and Mr. Lipscomb's reaction was that additional shotgun ammunition could be easily obtained. The Training Division recommended that we return to the old intensive routine. The Practical Pistol Course under the old program would require more than 7,000,000 rounds of .38 calibre ammunition. 5,360,000 rounds have been approved by the War Production Board. Although this is not enough to give the old program it is enough to give the old program minus only the practice run on hip shooting. The .38 calibre ammunition approved will permit a record run on hip shooting, a practice run on the practical pistol course, a record run on the practical pistol course and the winter revolver shooting which consists of 30 rounds of ammunition with a deficiency of only 381,500 rounds to be made up by increased allotments from the War Production Board. Mr. Lipscomb was very optimistic about the possibility of obtaining some additional .38 calibre ammunition.

The allotment for the .30 calibre rifle is adequate. We have had approved 1,800,000 rounds. This is entirely satisfactory for our needs although we have had difficulty in obtaining deliveries on this particular type of ammunition.

RECOMMENDATION: The Conference recommended that we return to the old firearms training course with the modifications indicated above which are only slight and that the War Production Board be requested to furnish additional ammunition where needed.

Those present were Messrs. E. A. Tamm, Glavin, Ladd, Mumford, Nichols, Rosen, Tracy, Carson and Hince.

Respectfully
For the Conference

Glyde Tolson
Chairman

cc Mr. Tolson
cc Mr. Glavin

W. R. Glavin
Secretary

November 1, 1943

HHC:mge

#3230B
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/23/91 BY SP5CJ/lee

THE DIRECTOR

It was suggested by the SACs at San Francisco that there be incorporated in the Manual of Rules and Regulations, that upon the resignation of an Agent his notebooks and Bureau bulletins should be taken up along with other Bureau property. This suggestion was made in view of the fact that these are official records and would subsequently be improperly used in the hands of those not in the Bureau, if Agents were permitted to retain them when they leave the Bureau's service.

At the San Francisco Conference the SACs unanimously recommended that this be done and at the Executives' Conference there was unanimous approval of the suggestion, which will be put into effect after the Director approves.

Those present were Messrs. Ladd, Hince, Coffey, Hendon, Acers, Tracy, and Clegg.

Respectfully,
For the Conference

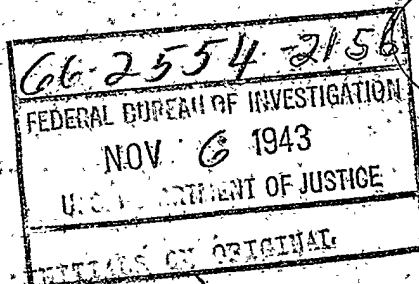
C. T.

cc - Mr. Tolson
cc - Mr. Glavin

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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NOT RECORDED
58 NOV 6 1943

Tolson
A. Tamm
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November 1, 1943

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#323013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/25/91 BY SP5CJ/bce

THE DIRECTOR:

The Executives' Conference considered the suggestion of SA James J. Bowman that a special course of instruction in Communism be given to a squad of picked Agents. The recommendation was unfavorable.

Mr. Ladd was of the opinion that the Special Agents in each office who are assigned to the investigation of Communism now are sufficiently well versed in such activities and that a special training course is not necessary. It was pointed out to the conference that at the present time all New Agents are trained extensively in the "isms" and each In-Service Class receives 7 hours of lectures in Communism alone. The Conference felt that the procedure of making all Special Agents well acquainted with the Bureau's policies and procedures in these cases was preferable to establishing special schools on this subject.

Those present at the Conference were Messrs. Glavin, Tracy, Acers, Hendon, Q. Tamm, Hince and Clegg.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. H. Glavin
Secretary

#323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4-21-91 BY SP5CJ/bce

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| Mr. Tolson..... |
| Mr. E. A. Tamm..... |
| Mr. Clegg..... |
| Mr. Coffey..... |
| Mr. Glavin..... |
| Mr. Ladd..... |
| Mr. Nichols..... |
| Mr. Rosen..... |
| Mr. Tracy..... |
| Mr. Acers..... |
| Mr. Carson..... |
| Mr. Hendon..... |
| Mr. Mumford..... |
| Mr. Starke..... |
| Mr. Quinn Tamm..... |
| Mr. Nease..... |
| Miss Gandy..... |

RECORDED

66-2554-2157
FEDERAL BUREAU OF INVESTIGATION
NOV 6 1943
U. S. DEPARTMENT OF JUSTICE
INITIALS OF OFFICIAL

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November 1, 1943

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/25/97 BY SP5CJ/bce

THE DIRECTOR:

The Executive Conference considered the suggestion of Mr. R. E. Thornton that intercept reports and logs maintained by radio monitoring stations be destroyed when they are one year old.

The Conference was informed that the copies are used in the radio monitoring station to make checks for a period of time. It was entirely agreeable with Mr. Coffey, however, that these be destroyed in a reasonable time.

The Conference unanimously recommended that on January 31 each year that all reports for the previous year be destroyed.

Those present at the Conference were Messrs. Glavin, Tracy, Acers, Hendon, G. Tamm, Hince and Clegg.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson Mr. Tolson
Mr. E. A. Tamm Mr. Glavin
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
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Mr. Stark
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Mr. Nease
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November 1, 1943

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/25/94 BY SP5/BJC

THE DIRECTOR

#333013

It was suggested at the SACs Conference at San Francisco that when the Chief Clerk's Manual, which is presently being printed, is completed a sufficient number of copies be sent to each field office to supply at least fifty per cent of all clerical employees, including stenographers, with the manuals and that the clerks and stenographers be permitted to take these manuals to their homes for study.

It was pointed out that this would improve the efficiency of the clerks and make them feel that we rely upon them for judgment and by making them available to the clerks they would have better guides as to what work the Chief Clerk is required to do and the stenographers would be informed as to the Chief Clerk's responsibility.

On the other hand, it was pointed out that they might lose their manual, but contrary to this the opinion of the majority of SACs was that Agents are permitted to take their manuals and brief bags to their homes and stenographers should have a similar privilege as it would be conducive to study.

VOTE: Among the SACs those for the suggestion were Messrs. Hood, Logan, Suran, Fletcher, Kramer, Bryce, Stein, Nicholson, Newman, Thornton, and Ploper.

Opposed were Messrs. Duffy and Nathan.

The Executives' Conference voted unanimously in favor of the majority opinion of the SACs.

Those present at the Executives' Conference were Messrs. Ladd, Hince, Coffey, Hendon, Acers, Tracy, and Clegg.

Respectfully,
For the Conference

Clyde Tolson
Chairman

H. R. Glavin
Secretary

cc - Mr. Tolson
cc - Mr. Glavin

hho:jmr

November 5, 1943

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/25/94 BY SP5C/bce

#323013

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The Executive Conference, those present being Messrs. Tolson, E. A. Tamm, Rosen, Nichols, Ladd, Tracy, Glavin, Carson, Mumford, Quinn Tamm, Acers, Hines, and Clegg, recommended favorably the suggestion that there be included in the FBI Law Enforcement Bulletin available photographs and interesting articles concerning the conduct of police training schools by graduates of the FBI National Police Academy. This, it was believed, would serve the purpose of stimulating local interest in police schools as well as a broad interest in the Academy. The Conference unanimously favored this suggestion.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Tolson
cc - Mr. Glavin

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November 5, 1943

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/25/91 BY SP5 J/ba

#323,013

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Quinn Tamm, Tracy, Acers, Carson, Coffey, Glavin, Rosen, Mumford, and Nichols, considered the matter of the assignment of gas masks and helmets. It was pointed out that gas masks and helmets are assigned to each Agent and in addition gas masks are assigned to clerical employees in the field and several hundred are assigned here at the Seat of Government.

It was pointed out that the imminence of invasion had passed, as evidenced by the lifting of the air raid precautions and the turn in the fortunes of war. It was also pointed out that the carrying of gas masks and helmets on the part of Agents from office to office might very well be the cause of some criticism.

It was the recommendation of Messrs. Tolson, Quinn Tamm, Tracy, Acers, Coffey, and Nichols that all gas masks and helmets be placed on inventory and assigned to the various offices and the Seat of Government, where they would be available in the event of emergency, that no further training be given in the use of gas masks, and that Agents need not carry their gas masks and helmets from office to office. The above-mentioned members of the Conference also recommended that this not apply to Special Agents assigned to Honolulu, Juneau, San Diego, Los Angeles, San Francisco, Portland, and Seattle. Messrs. Glavin, Mumford, and Rosen recommended no change in the present procedure.

Without training this equipment is useless. Jd
Respectfully,
For the Conference

Tolson
E. A. Tamm
Clegg
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Starke
Quinn Tamm
Nease
Gandy

cc: Mr. Tolson
cc: Mr. Glavin

RECORDED
& Tolson, Chairman

INDEXED

W. D. Glavin, Secretary

18 NOV 8 1943

hmc:jmr

November 5, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. Tolson, E. A. Tamm, Rosen, Nichols, Ladd, Tracy, Glavin, Carson, Mumford, Quinn Tamm, Acers, Hince, and Clegg, considered the problem involved wherein it was called to Mr. Clegg's attention in California by some of the Agents that some of the Police Chiefs were now reluctant to send subordinate personnel to the FBI National Police Academy because there has been such an increase in the proportion of graduates who have become Chiefs of Police, taking the places of Chiefs who were dismissed. Some of the Chiefs have, therefore, felt that to send a man to the FBI National Police Academy would automatically result in jeopardizing his own position as Chief of Police. With this thought in mind, the suggestion was made that regardless of age qualifications for subordinate personnel (the Bureau will not now take those who are over 51 years of age), the Chiefs of Police should be considered eligible to attend the Academy. Of course, the Bureau holds the right of veto in the event some tottering individual not physically qualified would undertake to attend the Academy because the investigation would show that he was not physically qualified to take the physical training.

Those in opposition to the suggestion feared that some Police Chiefs who are too old would undertake to come to the Academy and it would be embarrassing to turn them down solely on account of age and, even now, there are times when individuals get into the Academy who are found not to be physically qualified to take the full course in the gymnasium.

Those in favor of letting it be known that Chiefs of Police, regardless of age, might apply for admission to the NPA were Messrs. Glavin, Acers, Nichols, Hince, and Clegg.

Those opposed were Messrs. Tolson, Tracy, Quinn Tamm, E. A. Tamm, Carson, Ladd, Mumford, and Rosen.

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
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Harbo
Hendon
Mumford
Starke
Quinn Tamm
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Gandy

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cc - Mr. Tolson
cc - Mr. Glavin

RECORDED
Respectfully,
For the Conference

INDEXED
Glyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-2162
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/23/97 BY SP5CJ/hce
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EPC: JGK

September 20, 1943

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/28/89

THE DIRECTOR

On September 18, 1943, the Executive Conference, consisting of Messrs. E. A. Tamm, Coffey, G. Tamm, Glavin, Nichols, Hendon, Acers, Ladd, Mumford, Hince, and Carson, considered the proposal of Mr. Coffey concerning the improvement of installation and safety factors in the Bureau's radio stations.

Mr. Coffey pointed out that many of the better municipal and state police organizations have had extensive police radio installations for many years. Some of these have been visited by Mr. Coffey and are reported by him to be very good. He was of the opinion that many of them, through long experience and following installation difficulties and accidents, have developed special technical devices and practices and special safety features that are probably very well worthwhile. It is proposed that one of the Bureau's better radio engineers be sent out to make a detailed study of about six of these installations and note any special features concerning them from the engineering and installation standpoint, the safety standpoint, and also gather information from the operations standpoint. This study could include the municipal installations at St. Louis, Missouri, New York City, Detroit, Michigan, and New Orleans, Louisiana, and state police installations at Lansing, Michigan, Massachusetts State Police, and North Carolina State Police.

Mr. Coffey proposes that the study be made by our engineer, Mr. Millon, and that following his study he prepare a comprehensive summary report on those features found in these installations which would improve the Bureau's radio stations. Following this study and report it is then proposed that the same engineer be sent to make a technical inspection of the Bureau's continental radio installations and arrange to apply where needed the improved features and safety factors observed in the police installations.

Mr. Coffey was of the opinion that the whole job would take one man about three months but it would be very well worth the time spent.

The Conference unanimously approved the proposal.

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Glavin _____
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Quinn Tamm _____
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Gandy _____

RECORDED For the **2554-2163** **FEDERAL BUREAU OF INVESTIGATION**

Clyde Tolson,
Chairman

FEDERAL BUREAU OF INVESTIGATION
NOV 9 1943
U. S. DEPARTMENT OF JUSTICE
J. E. Quinn
Secretary

cc - Mr. Glavin

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LAH:ED:137

November 1, 1943

THE DIRECTOR

The Executives' Conference, those present being Messrs. E. A. Tamm, Quinn Tamm, Glavin, Acers, Hendon, Tracy, Ladd, Rosen, Coffey, and Hince, considered the suggestions of Special Agent W. E. Lannon as follows:

1. It was suggested that Section 11-3 of the Manual of Rules and Regulations be amended so that in National Stolen Property Act violations involving losses to banks caused by counterfeit securities, the name and the location of the bank should be shown in the title. The reason for the suggestion was that the Chief Clerk in a field office is at a loss to know which file reports should be placed in unless the name and the location of the bank are indicated in the title. The case of William Henry Eiss Doerr, et al, Security National Bank of Kansas City, Kansas, was cited.

RECOMMENDATION: Unfavorable. Mr. Rosen reported that the name and the location of the bank is not necessary to identify the case at the Seat of Government. The name of the subject is sufficient. If the subject is unknown, present regulations authorize the use of any helpful identifying data. Accordingly, the Conference believed it would be undesirable to establish an unnecessary requirement.

2. It was suggested that the name and the location of the bank be indexed in line with the previous suggestion.

RECOMMENDATION: Unfavorable. The Conference believed that the name and the location of the bank might be properly indexed when it appears in the title and whenever otherwise desirable. The Conference did not believe that it would be wise to establish a requirement which is unnecessary.

3. It was suggested that whenever a field office furnishes information concerning the "modus operandi" in a bank case the title of the case or the caption of the letter should carry the words "modus operandi" so that the case might be properly indexed.

RECOMMENDATION: Unfavorable. The Conference believed that this was a far-fetched index criterion.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Acers
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Starke
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Tolson

Mr. Glavin

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DATE 4/25/97 BY SP5/BJC

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| FEDERAL BUREAU OF INVESTIGATION |
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4. It was suggested that a specific requirement be placed in the Manual of Rules and Regulations to the effect that the Special Agent who brings in the evidence or records should be specifically charged with the duty of dictating the green sheet for the investigative file and for attachment to the exhibit. He suggested that the Chief Clerk should not accept bulky exhibits which do not contain on their face instructions concerning disposition of the evidence.

RECOMMENDATION: Unfavorable. The Conference believed that the requirements suggested were too stringent, inflexible, and unworkable. At present the Agent to whom the case is assigned is responsible for seeing that appropriate green sheets are prepared for the file and for attachment to bulky exhibits. It was believed that this is the appropriate kind of first responsibility insofar as the investigative Agents are concerned. At present it is the responsibility of the supervisor and the SAC to see, through a review of the file and through a physical examination of the bulky evidence, that they are in good order. It was found that if there were a requirement that the Chief Clerk should not accept green sheets that do not bear instructions as to the disposition of the evidence, it would be impossible to get into the file evidence which was obtained. The Conference believed that the present requirements are adequate inasmuch as it is the responsibility of the Agent to whom the case is assigned to see that it is in good order at all times. It is further the responsibility of the Agent to whom the case is assigned to take care of the disposition of the bulky exhibits when the case is closed. It is the responsibility of the supervisor and the SAC to confirm the disposition of bulky exhibits when the closing report is signed.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

OK
H

WKS
WKS

hnc:ha

November 1, 1943

THE DIRECTOR:

The Special Agents¹ in Charge Conference at San Francisco suggested that there be definitely established a requirement for a training school for Field Office Chief Clerks to be held at Washington, D. C. once each year. Such a school was held during the early part of the present year and the Special Agents in Charge claimed that they found it to be most beneficial.

The Special Agents in Charge unanimously recommended this and the Executives¹ Conference unanimously agreed, Messrs. Glavin, Acers, Hendon, Coffey, Hince, Ladd, Carson, Tracy and Clegg being present.

It was suggested that the Chief Clerks be brought to Washington in two separate groups of approximately equal size for a period of one week; one group to report for this course at 9:00 A. M. on May 15, 1944 and the second group to report at 9:00 A. M. on Monday, May 29, 1944.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC. Mr. Tolson
Mr. Glavin

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DATE 4/26/91 BY SP5CJ/PC

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SUGGESTION:

The suggestion was made that there be definitely established a Chief Clerks' Training School to be held at Washington, D. C., once a year.

VOTE:

For - Unanimous.

ENCLOSURE

66-2554-2165

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September 16, 1943

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DATE 4/25/01 BY SP-5 C/bee
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THE DIRECTOR

The Technical Laboratory has prepared a series of correspondence lessons dealing with the principals of electric and radio. There are forty lessons in this correspondence course. It was prepared primarily for study by those who are engaged in the radio work of the Bureau, and it is believed to be useful in furnishing background information as well as information of a technical and academic nature concerning the general problems of electric and radio. The Bureau has not yet openly called this course to the attention of the Agents in the Field generally. It has been furnished to a number of those engaged in radio work and recently some of the Special Agents in the New York Office, who have had sound training, observed that there was such a course prepared.

Mr. Conroy requested of Mr. Coffey that there be established at the New York Office a training course in the fundamentals of electric and radio for the benefit of those Agents in the office who had had sound training as well as for the benefit of other Agents who are working on technical surveillances.

The proposed course, outlined following the discussion between Mr. Coffey and Mr. Conroy, would be held once each week for a three hour period and would cover a total period of 34 weeks. The courses would be held on Wednesday evenings after working hours in the New York City Office.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
The courses planned include a discussion of the various correspondence course lessons to be accompanied by suitable demonstrations, and will include lecture work and practice work in connection with microphone and telephone problems, technical surveillances, plant setups, the use of sound recorders and playback machines, electric megaphones, radio trucks and Motorola receivers. The class lessons would be based upon the correspondence course lessons which now have been prepared in the Bureau.

Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy
Mr. Glavin
Mr. Coffey recommended that for the 34 weekly class lessons to be held in New York City, an instructor from the Laboratory go to New York and give 25 of these 34 lectures.

cc--Mr. Glavin

Miss Gandy

Miss Gandy

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Memo for the Director
Page Two

Those favoring the suggestion point out that the practical demonstrations accompanying the discussion of the theoretical lessons would be more effective if given together; that it would be preferable for a trained expert instructor from Washington to give these courses than to have them given by a less qualified instructor now assigned to New York; that the theory and scientific principals of electricities set forth in the correspondence lessons will be inadequate for the practical men working on technical plants in New York who will be in greater need of practical demonstrations and an opportunity to ask questions of an expert.

Those opposed recommend that first, the correspondence course be made available to those who desire to take the course and after the correspondence course has been completed and the theoretical information absorbed, then a Laboratory Technician could go to New York on some Sunday to give practical demonstrations and answer questions. The desirability of this kind of procedure was urged because special assignments and regular duties in the New York Office will prevent regular attendance; the holding of the correspondence course for 34 weeks would cause regular attendance to be cut into transfers, or would cause the New York Office to protest any transfers; that there would be considerable expense in the Laboratory Expert going from Washington for each of 25 weeks to give this three hour course of training, although it was pointed out that the Laboratory Expert would leave Washington about 2:00 p.m. and be back at his desk the following day; that the course would be too specialized for general attendance and would establish a precedent for establishing specialized courses throughout the field; that the in-service schools now provide a full-day practical demonstration with the use of sound electrical equipment and its installation in Washington; and the time devoted to this training would prevent the performance of other investigative work by those taking the course.

Those favoring the suggestion that the courses be held as recommended were Messrs. Tolson, E. A. Tamm, Glavin and Coffey.

Those opposed and recommending that the correspondence courses be provided to be followed by a full-day practical demonstration some Sunday were Messrs. Tracy, Hince, Acers, Nichols, Carson, Hendon, Ladd, Mumford, Rosen and Clegg.

*I agree with
the latter.*

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. H. Glavin
Secretary

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BN:RO

October 30, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Mumford, Ladd, Acers, Hendon, Coffey, Glavin, and Nichols considered a suggestion previously advanced by Mr. Clegg as a result of SAC Conferences to the effect that the Bureau again send all mail west of the Mississippi and in southern states by air mail.

At the present time all mail is sent out regular mail unless it is specifically indicated that it should be sent by air mail. This practice was adopted when it was found a terrific amount of money was being spent for air mail postage on material of a routine nature, coupled with the further fact that with the decline in the number of planes operated by commercial companies, air mail is not as rapid as before.

A recheck has been made for a six-day period and it was found by actual figures there was no great delay in sending routine mail as regular mail. It takes 4 days, 12 hours to reach Los Angeles; 4 days, 9 hours to reach San Francisco; and 4 days, 9 hours to reach San Diego.

The Conference was unanimous in recommending no change from the present policy.

Respectfully,
For the Conference

Clyde Tolson, Chairman

J. R. Glavin, Secretary

CC- Mr. Tolson
Mr. Glavin

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JOHN EDGAR HOOVER
DIRECTOR

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.
August 23, 1943

LAH:BG

Suggs. Nos. 65, 66 & 67

Employee: Agent Robert S.
Wahab, Jr.

MEMORANDUM FOR THE DIRECTOR

Members present: Messrs. Coffey, Glavin, Ladd, Nichols,
Tracy, Hendon, Mumford, Acers and Hince.

1. Employee suggests: That correspondence emanating from the Bureau, consisting of more than one page, be numbered at the bottom. He points out that much correspondence from the Bureau is numbered at the top and the numbers are covered by the Acco. fasteners when placed in the file. It is a rule at present that reports, letters and other correspondence written in the field should have the page numbers indicated at the bottom.

RECOMMENDATION: Favorable. The Conference agreed that it was a common sense procedure to number pages at the bottom, and recommended that this rule be placed in effect.

2. Employee suggests: That the Bureau provide Special Agents with practice hip shooting while the agents are wearing coats, so as to make the course coincide as nearly as possible with actual emergency conditions. The present practice in firearms training is to do hip shooting without a coat in view of the fact that there is a very much greater element of danger in practicing hip shooting while wearing a coat. The Bureau has consistently felt that the additional practice obtained would not compensate for the danger. The Bureau has already approved giving "dry fire" hip shooting practice wearing a coat and the Conference felt that this would suffice.

3. Employee suggests: That the Bureau change the winter firearms training requirement from 30 rounds per month to 20 rounds per month in order to save ammunition. Mr. Glavin advised the Conference that there has been a considerable saving in ammunition as a result of recent restrictions and, from an ammunition standpoint, there is no reason for such a regulation.

RECOMMENDATION: Unfavorable, on the grounds that the recent restrictions on firearms training have adequately covered the ammunition shortage situation.

Employee advised by letter.

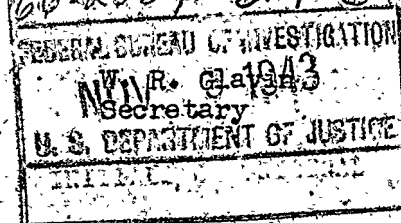
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Respectfully,
FOR THE CONFERENCE

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EX 25
Clyde Tolson
Chairman



cc-Mr. Glavin

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VRG:pb

October 30, 1943

THE DIRECTOR

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DATE 4/25/97 BY SP5CJ/bca
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The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Acers, Tracy, Quinn Tamm, Hendon, Ladd, Rosen, Hince, Coffey, and Nichols, considered the following suggestion of Mr. Nichols.

It was pointed out that in 1940 the condition of the work in the Files Section was such that inter-office correspondence was discontinued. Prior to that time the field was sending copies of memoranda for their files on non-specific complaints to the Bureau. Hundreds and thousands of these copies were destroyed. When we discontinued the practice of sending such communications there was a considerable number in the Files Section and the Files were instructed to place these in a folder without indexing them. We have 160 Sections of such communications. Attached is one file giving an illustration of the type of material, all of which is non-specific in nature and should not be furnished the Bureau today.

It was pointed out that if a case should subsequently develop on this material the field office had it in their files where it is indexed and could be incorporated into a report. It was further suggested that such material is absolutely of no value whatever and it would be a hopeless and useless waste of time to index it, and without indexing, it has no value.

Messrs. Quinn Tamm, Hendon, Ladd, Rosen, Hince, Nichols and Coffey recommended that this material be destroyed.

Messrs. E. A. Tamm and Glavin recommended that it be indexed and searched.

The minority felt that this material in our files is useless without being appropriately indexed, that it covers many internal security matters and that if this data was indexed it is entirely possible that even though the complaints as received, as reflected in the files in question, would be non-specific at the time the original communication was received from the field, at this time we may have had other information concerning these individuals which would tie in with the non-specific complaints hereinbefore included in our files. It is felt that if this material is to be maintained in our files, it

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Quinn Tamm
Nease
Gandy

MEMORANDUM FOR THE
DIRECTOR

- 2 -

should be indexed. It is no use to any one in its present form.

Messrs. Acers and Tracy recommended that approximately 100 serials be picked out at random, checked and searched, and the files reviewed to determine if of any value.

If the majority view of the Conference is approved, appropriate instructions will be issued to destroy this material.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Attachment

CC - Mr. Tolson

Tolson _____
E. A. Tamm _____
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hmc;hd

November 5, 1943

THE DIRECTOR:

The Executives' Conference, Messrs. Tolson, Tracy, G. Tamm, Nichols, Mumford, Acers, Glavin, Rosen and Clegg being present, considered the suggestion of Mr. Tolson that beginning the first Monday in January, 1944, two classes of In-Service students, totalling 80 men, or 40 for each class, arrive in Washington for In-Service Training each Monday morning.

This increased and stepped-up program would permit the retraining of all Agents within a period of time slightly exceeding one year instead of requiring over 2 years as at present. The Training Division is prepared and has available facilities for handling two classes and will be able to combine many of the sessions of the two classes during periods of straight lecture although they will necessarily have to be in separate classes during forums, question and answer periods, specialized personal training and on the firearms range but there will apparently be adequate classrooms to take care of this increase in In-Service Training.

The Executives' Conference unanimously approved the suggestion.

Respectfully,
FOR THE CONFERENCE

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DATE 4/25/94 BY 3258/SPC
#3280B

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC. Mr. Tolson
Mr. Glavin

Tolson
E. A. Tamm
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November 1, 1943

THE DIRECTOR

A majority of the SACs at the Chicago SAC Conference recommended that in cases involving industrial accidents the Bureau should be advised by teletype only when the matter is deemed to be of importance to the Bureau. It was further recommended that a report should be submitted only when the case is one of importance and the Bureau must distribute copies of reports to other Government Agencies. It was further recommended that unimportant accidents should be disposed of by a memorandum and if a teletype were sent to the Bureau it should state that no report would be submitted.

Approving these suggestions were Messrs. Bugas, O'Connor, Hallford, Cornelius, Boardman, Hanni, Drayton, Norris, Flood and Belmont.

Opposed were Messrs. Hostetter, Brantley, Kuhnle, McFarlin, Dalton and Rhodes.

The Executives' Conference pointed out that the recommendations made are completely provided for under the present Bureau rules. The present instructions provide that the Bureau must be advised by teletype of "explosions, fires, or other industrial mishaps involving possible sabotage attempts and affecting the war effort.....". If the incident is unimportant and is purely an industrial accident involving no sabotage there is no requirement that it be reported to the Bureau. With reference to the submission of investigative reports, the Executives' Conference pointed out that the National Defense Manual eliminates the necessity of a report in unimportant cases where no investigation is made at the scene of an occurrence. In cases concerning important casualties which should be reported to the Bureau by teletype, the teletype may state that no report is being submitted if no investigation at the scene has been conducted. It was pointed out that if the original report is of such a nature that it is necessary for an Agent to conduct investigation at the scene of the disaster the Bureau must advise ONI and G-2 who may have received a similar report and accordingly the Bureau must be fully advised. Therefore no change is recommended by the unanimous vote of the Executives' Conference.

Those present at the Conference were Messrs. Glavin, Acers, Hendon, Coffey, Hince, Ladd, Carson, Tracy and Clegg.

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Gandy

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DATE 4/28/91 BY SP6 C/bce
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Respectfully,
FOR THE CONFERENCE

RECORDED
RECORDED & INDEXED

Glyde Tolson NOV 1
Chairman

W. R. Glavin
Secretary

November 1, 1943

LAH:FB

THE DIRECTOR

RE: EXECUTIVES' CONFERENCE

The Executives' Conference, those present being Messrs. Glavin, Acers, Quinn Tamm, Tracy, Hendon, Clegg, and Hince considered the suggestion that communications from one field office to another be submitted on a form similar to the one which the Bureau now uses in writing to the field. The Bureau's form has a printed facsimile signature and the top of the letter has a heading as follows:

To SAC:

From:

RECOMMENDATION: Unfavorable. The Conference has considered the matter of length on previous occasions and has pointed out that, although the Bureau form is addressed to "SAC", the giving of such a form to the field would involve the risk that communications would be sent out over the printed signature of the SAC without his review and without the review of a supervisor. The suggestion form contemplates that any employee in the office could fill in a form letter which would already have printed at the bottom the signature of the SAC.

At the San Francisco Conference Mr. Bryce was in favor of the suggestion. SACs opposed were Messrs. Nathan, Hood, Duffy, Logan, Suran, Fletcher, Kramer, Stein, Nicholson, Newman, Thornton, and Pieper.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
cc-Mr. Tolson _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

18 NOV 10 1943

W. R. Glavin
Secretary

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DATE 4/25/91 BY SP5W/bce
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LAH:PJJ

October 27, 1943

THE DIRECTOR

The New Orleans Office suggested that a form be prepared for use by clerical employees in field offices in obtaining supplies from the Supply Clerk in the office. A sample form was submitted.

O. E. J.
CONFERENCE CONSIDERATION: The Conference felt that the detailed weekly request for supplies would be a "white elephant" in most cases and the much simpler practice of requesting supplies by longhand or typed on a 3 x 5 inch slip is preferable. The Conference also felt this was an opportunity to avoid creating another form.

If approved a letter to the New Orleans Office has been prepared.

Those present were Messrs. Tolson, E. A. Tamm, Carson, Coffey, Hendon, Clegg, Ladd, Rosen, Glavin, Acers, Nichols, Tracy and Hince.

Respectfully,
For the Conference

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DATE 4/23/91 BY SP5C/HCE
#323013

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Tolson _____
E. A. Tamm _____
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Quinn Tamm _____
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Gandy _____

PJW
cc-Mr. Tolson
cc-Mr. Glavin

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| FEDERAL BUREAU OF INVESTIGATION |
| NOV 11 1943 |
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hho:hd

November 5, 1943

THE DIRECTOR:

The Executives' Conference considered the suggestion of SA Wayne Murray that in submitting the mailing list on March 1 of each year, the Field Offices be requested to rate each law enforcement agency as excellent, unsatisfactory, or in any intermediate rating which might be justified. Further, if any law enforcement official or agency is rated as less than excellent, the specific reasons and recommendations for improvement should be set forth.

The Conference, Messrs. Tolson, Tracy, C. Tamm, Nichols, Mumford, Acers, Glavin, Rosen and Clegg being present, unanimously recommended against placing any such notation on the mailing list but instead it was recommended that a bulletin be sent to the field instructing Agents in Charge to advise the Bureau by separate communication of any deficiency on the part of a police department in connection with its cooperation with the Bureau in any particular together with recommendations for improvement.

This modification, it was believed, would serve the purpose of keeping the Bureau's files up to date on uncooperative departments; would eliminate correspondence from the Bureau to the Field after the receipt of the mailing list making specific inquiry when the status was not satisfactory, and it would further be consistent with the present policy of the Bureau that Special Agents in Charge should keep the Bureau informed concerning any law enforcement agency which is not properly cooperating.

If this is approved, there is attached hereto a suggested statement to be included in the next bulletin and also a reply to Mr. Murray for the Director's approval.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/25/91 BY SP5CIB/ce
#32 3013

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

CG. Mr. Tolson
Mr. Glavin

Glyde RECORDED
Chairman

INDEXED

W. R. Glavin
Secretary

NOV 12 1943

NOV 12 1943

AR/bw

October 30, 1943

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/25/91 BY SP6 CJB/bee
#323,613

THE DIRECTOR

The Executive Conference, attended by Messrs. Tolson, E. A. Tamm, Acers, Carson, Clegg, Coffey, Glavin, Hendon, Hince, Ladd, Nichols, Q. Tamm, Tracy and Rosen, considered the memorandum reflecting the attitude of the Anti-Defamation League as related to the Bureau by Paul Richman toward the phraseology in our Identification Orders wherein we state in our descriptive data that the individual is of American nationality and of Jewish extraction.

The policy followed by the Bureau in including this information in IOs is confined to those instances wherein the descriptive information is necessary to more fully and properly describe the individual who is the subject of the IO.

The present policy is to follow the rule that we use it only when necessary. It was pointed out that descriptive data is used in instances where the individual is of other than Jewish extraction. For instance, we refer to an individual as being nationality American, Irish, Irish Italian, American Syrian, Greek, Lithuanian, Polish, etc. It just so happens that in some of the recent IOs the individuals have been of Jewish extraction and we believe it is necessary to incorporate this information in the IOs. It is recalled this policy was previously discussed with Judge Holtzoff and he approved of the phraseology presently used.

Recommendation

The conference unanimously approved the continuance of our present procedure.

Respectfully,
For the Conference

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

cc - Mr. Tolson
Mr. Glavin

RECORDED

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Clyde Tolson
Chairman

V. E. Glavin
Secretary

66-2554-2175
NOV 12 1943
DEPT. OF JUSTICE

NOV 19 1943

ORIGINAL FILED IN 66-2271-45

HMC:EG

October 27, 1943

THE DIRECTOR

The SACs at New Orleans recommended that in Selective Service cases the Office of Origin record on the back of assignment cards the date and status of memoranda for the file when such memoranda reflect that all the investigation has been completed in the territory covered by the Office of Origin. The result of this would be that when there is no other investigation to be conducted in the Office of Origin territory and the only pending investigations are in auxiliary offices, then by posting the date of the memorandum on the back of assignment cards, the case would not be noted as delinquent for a period of 45 days after the date of the memorandum.

At New Orleans, SAOs favoring the suggestion were of the opinion that delinquencies should not be noted at the Office of Origin when the only delay is in auxiliary offices. It should be pointed out, however, that after 45 days the case would again be carried as delinquent, which means that the Office of Origin should follow up the case in order to get the auxiliary offices to handle it so that it would not become delinquent.

Those opposed pointed out that this would result in unnecessary bookkeeping, that it would be necessary to review the files each time such a memorandum was prepared in a Selective Service case to see if that memorandum reported on all the pending investigation in the district; otherwise, the date would not be posted and thus there would be an additional burden of work on the field.

It was pointed out at the Executives' Conference by those favoring the suggestion that the administrative report would more accurately reflect the delinquencies and the Bureau would be in a better position to assign personnel.

VOTE AT NEW ORLEANS:

For the suggestion: Messrs. McKee, Banister, Holloman, Kitchin, Wyly, Lopez, Untreiner, Brown, Hammaek and Abbaticchio.

Against the suggestion: Messrs. Moss, Ruggles, Guerin, Murphy and Banner.

| | |
|----------------|-------|
| Mr. Tolson | |
| Mr. E. A. Tamm | |
| Mr. Clegg | |
| Mr. Coffey | |
| Mr. Glavin | |
| Mr. Ladd | |
| Mr. Nichols | |
| Mr. Rosen | |
| Mr. Tracy | |
| Mr. Acers | |
| Mr. Carson | |
| Mr. Hendon | |
| Mr. Mumford | |
| Mr. Blake | |
| Mr. Quinn Tamm | |
| Mr. Nease | |
| Miss Gandy | |

Tolson
Glavin

Original cannot be located and is not on record. When original is received in files it will be filed either with this copy or may be given a new serial.

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Memo. for Director

Page 2

EXECUTIVES' CONFERENCE VOTE:

For the suggestion: Messrs. Coffey, Glavin, Tolson, Hince and Cle.

Against the suggestion: Messrs. Ladd, Rosen, Carson, Hendon, Acers
Tracy and Nichols.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

LAN:BG

June 24, 1943

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/25/91 BY SP5/BCE
#323,813

THE DIRECTOR

The Executives Conference, those present being Messrs. E. A. Tamm, Glavin, Acers, Hendon, Rosen, Ladd, Mumford, Carson and Hince, considered the suggestion that each field office be required to maintain an album of photographs of key figures in the Communist Party.

This matter had been submitted to selected Special Agents in Charge and Inspectors and there was a division of opinion, Messrs. Gurnea, Egan, Harbo, Hince and Conroy favoring the album and Messrs. Acers, Brantley, Guerin, Hendon, Connelley and Kitchin being opposed. Those in favor of the album gave no supporting reasons except that they felt it would be valuable for reference purposes. Those opposed cited such reasons as the difficulty of maintaining such an album up to date, the difficulty of obtaining good photographs, the fact that some field offices have little Communistic activity and the requirement that an album be maintained would be unjustified, and the fact that there is a present requirement for Communist charts.

RECOMMENDATION: The Executives Conference recommended that all offices be required to obtain photographs of all leaders and that all key figures should be covered by photographs in the field office case files, although an album should not be required. The Conference felt that the fact that photographs are not available in all cases is an indication that the investigative work has not been sufficiently thorough and that the information is incomplete. There was a feeling that there should be available photographs if the Communist matters are to be properly covered.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

If approved, appropriate instructions will be issued.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED

EX-100

66-2554-2177
FEDERAL BUREAU OF INVESTIGATION

NOV 1 1943

DEPARTMENT OF JUSTICE

TRANSMITTED TO STAFF

59 NOV 20 1943

cc-Mr. Glavin

ORIGINAL FILED IN 66-2554-415

WVA:MMH

August 17, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tracy, Rosen, Coffey, Hince, Mumford, and Acers, considered the problem of Bureau employees presently on SIS assignment, who possess the basic qualifications for the position Special Agent (L).

For the Director's information, at least two requests have been received from such employees.

The Executive Conference was unanimously opposed to designating such employees as Special Agents (L) unless there are investigative duties within the category prescribed for Special Agents (L) to be performed at their point of assignment outside the United States. It was pointed out that in most instances these employees are stenographers and are needed as such in their present locations. It was also pointed out that these men are already in at least Grade CAF 5 and are receiving a differential for living allowances.

If the Director approves, application for the position of Special Agent (L) from male employees on SIS assignment outside the United States will be declined.

Respectfully,
For the Conference

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DATE 4/25/91 BY SP5 BJS/see

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Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

66-2554-2177-X
FEDERAL BUREAU OF INVESTIGATION
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U. S. DEPARTMENT OF JUSTICE
ORIGINAL
INITIALS G. A. ROY

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TEL:CSH

November 2, 1943

THE DIRECTOR

RE: STATISTICAL RECORD OF VALUE OF SOCIAL SECURITY INFORMATION

At a meeting of the Executives Conference on October 24th, attended by Messrs. Tolson, Tamm, Clegg, Nichols, Rosen, Glavin, Tracy, Coffey, Carson, Hince, Acers, Hendon and Ladd, the question of the maintenance of records to show the number of cases wherein fugitives have been located in selective service cases through the use of information from the files of the Social Security Board was discussed. It was pointed out that this is the only type of case wherein the records of the Social Security Board are available to the Bureau and that, in an effort to build up sufficient background material to justify continuing to obtain this information in other Bureau cases following the war, a brief memorandum had been maintained in the Security Division showing those cases in which fugitives were located as a result of obtaining access to the Social Security records. It was further pointed out that the changed procedure in the handling of Selective Service cases at the seat of government, i.e., the fact that these reports are in most instances going directly to the file and not to a supervisor, precludes the possibility of continuing this record. It was suggested, in order that this record might be continued, that the field be instructed to utilize the attached form letter, (which will merely require them to fill in the title of the case), advising that the subject thereof was located as a result of information obtained from the Social Security Board. This information will then be noted in the running memorandum at the seat of government, and the letter will be destroyed, thus eliminating any file work in connection with the handling thereof.

Messrs. Tamm, Nichols, Rosen, Glavin, Tracy, Coffey, Carson, Hince, Acers, Hendon, and Ladd, were in favor of utilizing this form letter, feeling that the only way access to the Social Security records can be obtained in the future will be through being able to make a strong case with reference to the necessity and value thereof.

Messrs. Tolson and Clegg were opposed to the use of such a form letter.

Mr. Tolson
Mr. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy

Respectfully,
For the Conference,

Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Starke
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED

Clyde Tolson, Chairman

E. R. Glavin, Secretary

66-2554-2175
NOV 13 1943
U.S. DEPT. OF JUSTICE
INVESTIGATIVE DIVISION

53 NOV 20 1943

JOHN EDGAR HOOVER
DIRECTOR

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.
November 1, 1943

MEMORANDUM FOR THE DIRECTOR

A majority of the SACs at the Chicago SAC Conference recommended that in cases involving industrial accidents the Bureau should be advised by teletype only when the matter is deemed to be of importance to the Bureau. It was further recommended that a report should be submitted only when the case is one of importance and the Bureau must distribute copies of reports to other Government Agencies. It was further recommended that unimportant accidents should be disposed of by a memorandum and if a teletype were sent to the Bureau it should state that no report would be submitted.

Approving these suggestions were Messrs. Bugas, O'Connor, Hallford, Cornelius, Boardman, Hanni, Drayton, Norris, Flood and Belmont.

Opposed were Messrs. Hostetter, Brantley, Kuhnel, McFarlin, Calton and Rhodes.

The Executives' Conference pointed out that the recommendations made are completely provided for under the present Bureau rules. The present instructions provide that the Bureau must be advised by teletype of "explosions, fires, or other industrial mishaps involving possible sabotage attempts and affecting the war effort.....". If the incident is unimportant and is purely an industrial accident involving no sabotage there is no requirement that it be reported to the Bureau. With reference to the submission of investigative reports, the Executives' Conference pointed out that the National Defense Manual eliminates the necessity of a report in unimportant cases where no investigation is made at the scene of an occurrence. In cases concerning important casualties which should be reported to the Bureau by teletype, the teletype may state that no report is being submitted if no investigation at the scene has been conducted. It was pointed out that if the original report is of such a nature that it is necessary for an Agent to conduct investigation at the scene of the disaster the Bureau must advise ONI and G-2 who may have received a similar report and accordingly the Bureau must be fully advised. Therefore no change is recommended by the unanimous vote of the Executives' Conference.

Those present at the Conference were Messrs. Glavin, Ace's, Hendon, Coffey, Hince, Ladd, Carson, Tracy and Clegg.

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Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-2179

FEDERAL BUREAU OF INVESTIGATION
NOV 17 1943
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-620-98-71

59 NOV 22 1943

SUGGESTION:

Section 4 of the National Defence Manual presently requires that whenever an inquiry is made by a Bureau Agent at the scene of an industrial accident, an immediate teletype must be sent to the Bureau and also a report. It is suggested that this requirement should be relaxed so that the teletype would be sent only when it is deemed to be of some importance to the Bureau. Also the report should be eliminated in such cases unless it is possible that the Bureau will have to distribute copies of the report to other agencies where the case is one of importance to them. Unimportant accidents should be disposed of by a memorandum and in case an investigative file has been opened, this file should be closed by such a memorandum. The teletype to the Bureau in such cases might set forth that no report will be submitted.

ADVANTAGES:

1. The Bureau is not interested in a good portion of those industrial accidents and reports therefore on those accidents are unnecessary, irrelevant and immaterial.
2. It will save stenographers' and Agents' time.

DISADVANTAGES:

1. This alters very little the present rule.

VOTE:

For - Mr. Bugas, Mr. O'Connor, Mr. Hallford, Mr. Cornelius, Mr. Boardman, Mr. Hanni, Mr. Drayton, Mr. Norris, Mr. Flood and Mr. Belmont.

Opposed - Mr. Hostetter, Mr. Brantley, Mr. Kuhnle, Mr. McFarlin, Mr. Dalton, Mr. Rhodes.

WEG:ucg

November 11, 1943

ALL INFORMATION CONTAINED

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DATE 11/25/91 BY SP5C/LCE

#323,013

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Tracy, Quinn Tamm, Acers, Carson, Hendon, Hince, Ladd, Mumford and Glavin considered the establishing of a sub-office at Columbus, Ohio.

For the information of the Director, the city of Columbus, Ohio, is under the jurisdiction of the Cincinnati Field Division.

The Cincinnati Field Division as of October 31, 1943, had 2,378 cases pending, of which number 70 were police cases. There were 929 delinquent Agent cases with a delinquency of 40.84% which is considerably below the average delinquency for the field which was 55.87%.

It is ascertained that 468 cases of the total number pending in the Cincinnati Division as of ~~Sept 30~~ 30, 1943, were pending in the Columbus area. This is 22% of the pending work in the entire Cincinnati Division. There are 9 Special Agents assigned to Columbus, Ohio, at this time.

Columbus is the capital of Ohio. It has a metropolitan population of 383,000 people and is located 210 miles from Cincinnati. The main offices of all State Departments and Federal agencies are established in Columbus. Columbus is generally considered one of the twelve most vital defense areas in the country.

In the Columbus area there are 465 manufacturing establishments, employin 68,000 workers, the largest of which is the Curtiss-Wright Corporation's Airplane Division. In addition, from the stand-point of investigative activities, it is noted that Columbus has an active Communist organization; a substantial German population; and a considerable negro element comprising more than 10% of the total population.

In respect to the United States Courts, offices are maintained at Columbus, Ohio, by the U. S. District Judge; Assistant United States Attorney; the Marshal for Southern District of Ohio; and the U. S. Commissioner.

Tolson _____
E. A. Tamm _____
Clegg _____
Correy _____
Glavin _____
Ladd _____
Nichols _____
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Tracy _____
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Carson _____
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Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

28 NOV 18 1943

66-2554-2780
RECORDED
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The Resident Agents at Columbus, Ohio, presently occupy two rooms in the Post Office Building there, one of which is assigned temporarily. The custodian has informed that while no definite commitments can be made at this time, he would endeavor to provide at least three additional rooms for the Bureau. At least one Governmental activity now occupying space in the Post Office Building will vacate its quarters within the immediate future.

Under the existing set-up at Columbus, Special Agent in Charge Belmont has previously received authority from the Bureau to retain one Agent in the Post Office Building during the full working day for the purpose of handling complaints, telephone calls and related matters. This assignment is conducted on a revolving basis.

The Conference does not feel that it is necessary or desirable to establish a sub-office at Columbus. To do so would increase the clerical overhead in so far as the Cincinnati Office is concerned; it would increase the space requirements; it would increase the expenditures for furniture and office equipment; duplicate files would have to be maintained at Columbus as well as the Cincinnati Office and no practical benefit would accrue to the Bureau through the designation of a sub-office in that city. It is felt that with the present arrangement with an Agent on duty during the full working day that all of the needs of the Columbus area are adequately taken care of. The Special Agent in Charge of the Cincinnati Office visits Columbus several times each month and he can keep his fingers on the work there in this manner without any difficulty.

Should the Director agree with the Conference's recommendation in this particular matter, SAC Belmont will be so advised.

Respectfully submitted,
FOR THE CONFERENCE

*I agree I am
basically opposed
to sub-offices -*

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

CC: Mr. Tolson

67:mlm

November 10, 1943

THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. A. Tamm, Tracy, Nichols, Ladd, Coffey, Glavin, Hendon, Acers, Carson and Quinn Tamm being present, considered a suggestion submitted by Mr. Quinn Tamm that the Technical Section of the Identification Division be returned to the net index system which had previously been used but which was discontinued for a trial period. It was pointed out to the Conference that the net index system had in the past been severely criticized by the employees on the basis of the fact that it was strictly a production system. Because of this criticism a trial period was conducted in the Technical Section in which the net index system was not used but the employees were rated on the same basis as the Bureau's efficiency report system. Mr. Tamm reported to the Conference that the trial was not successful. The production of the Technical Section employees has dropped materially since the net index system was abandoned and it is felt that a return to the system will result in increased production in the Technical Section.

For your information the net index system is so devised that it requires a minimum amount of work per day by each employee and places a premium on accuracy in addition to production. It was previously in effect in the Identification Division for a period of five

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

The Conference unanimously recommends that the Technical Section of the Identification Division return to the net index system.

Respectfully,
For the Conference

Clyde A. Tolson, Chairman

H. R. Glavin, Secretary

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&
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66-2554-2181
NOV 18 1943

12 NOV 18 1943

hlc:hd

November 11, 1943

THE DIRECTOR:

The Executive Conference, Messrs. Glavin, Nichols, Hendon, Acers, Hince, Ladd, Mumford, Tracy, C. Tamm and Glegg being present, considered the suggestion which originated at the New York Regional Conference of Agents in Charge that abstract clips be eliminated. A similar suggestion was made by the Agents in Charge attending the New Orleans Conference.

The alleged advantages were:

1. It saves typing and material.
2. It saves supervisory time.
3. It saves filing time in the Bureau.
4. It saves Bureau personnel at the Seat of Government.
5. There are too many Agents in the Bureau to warrant the continued use of abstract clips.
6. The use of abstract clips in Washington was believed to be considerably restricted.
7. It would eliminate considerable clerical work in the Field.

The alleged disadvantages cited by the Special Agents in Charge were:

1. One could never locate a serial needed at the Bureau unless the situation has changed in the last three years.
2. They have an advantage to Bureau Supervisors in making a quick review of the case when the file room was unable to locate serials.
3. If the abstracts are needed at the Seat of Government, they should be prepared in the Field.

Vote:

Messrs.

Little, Connelley, Sears, Hottel, Crowl.

Messrs.

Gurnea, Harbo, Gleason and Johnson were opposed.

At the New Orleans Conference, those in favor of eliminating the abstracts

were: Messrs. Banister, Holloman, Danner, Murphy, Kitchin, Brown, Untreiner,

Lopez, Hammack, Moss, Ruggles, Guerin.

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66-2554-2182

18 NOV 18 1943

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DATE 4/25/91 BY SP5/BK

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62 NOV 18 1943

Opposed were Messrs. McKee, Wily, and Abbaticchio.

The Executives' Conference met of the same kind as they were as
recorded in Executives' Conference memo of September 7, 1943 - attached hereto
together with Mr. Tolson's memo relating to the same subject which bears a
notation from the Director.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. E. Glavin
Secretary

CC. Mr. Tolson
Mr. Glavin

[Handwritten signature]

hhoj:ra

November 11, 1943

THE DIRECTOR

**Undeveloped Leads*

At the New Orleans Conference of Special Agents in Charge, it was suggested that instead of placing the name of a city on lead cards to show in which city the investigation was to be conducted, the name of the county be placed on the lead cards. It was argued that this would simplify the handling of lead cards, eliminate errors, and streamline road work problems. On the other hand, it was pointed out that this would change the road work listing which is now organized by important cities and that confusion would be created in the event two large cities were located in the same county.

At present the requirement is that the name of the city be placed on the lead card so that the SAC can promptly tell where the investigation is to be made.

Only SAC Loebe favored this suggestion.

Those opposed were: Rogers, Brown, Untchman, Lopez, Hamada, Hagg, Adair, Loebe, Gurnea, Wily, Kitchin, Murphy, Banister, Holloman, and Danner.

The Executives Conference, those present being Rogers, Glavin, Ladd, Coffey, Hendon, Carson, Acers, Nichols, Quinn Tamm, Tracy, Albee, and Clegg, agreed with the majority of the Special Agents in Charge.

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DATE 7/25/91 BY SP5C/bce

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Respectfully,
For the Conference

Clyde Tolson
Chairman

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W. R. Glavin
Secretary

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Quinn Tamm _____
Nease _____
Gandy _____

cc - Mr. Tolson
Mr. Glavin

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JKL:EX

November 11, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Coffey, Clegg, Tracy, Hendon, Acers, Glavin, Carson, Rosen and Mumford, considered a suggestion brought back by Mr. Clegg from the recent SAC Conference that in Selective Service cases the office of origin only submit reports to the Bureau in cases that have been concluded by prosecution, and that Statistical information in all other types of cases be furnished the Bureau by Form for their recording."

The SACs who considered the suggestion voted twelve for its adoption and three against.

This same proposition was thoroughly explored by the Executive Conference in connection with the issuance of Bureau Bulletin Number 19 and in connection with the current 90-day trial of field office supervision of Selective Service cases. The Executive Conference is now unanimously of the opinion that the procedure should not be changed on the basis of this suggestion, but that the 90-day trial now in operation be permitted to run its course and that the entire situation be fully considered when the results thereof are in hand.

If you concur with the Conference, no further action will be taken in this matter at the present time.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Clyde Tolson
Chairman
RECORDED

INDEXED
W. H. Glavin
Secretary

66-2554-2184
B
13 NOV 18 1943

62 NOV 18 1943

10:17

November 11, 1943

THE DIRECTOR

At the regional SAC Conference in Chicago, it was suggested that in the eastern, western, and southern defense areas the Bureau permit gas masks and helmets to be maintained in the vaults rather than having them available in file cabinets.

It was argued that a number of cabinets which some offices could not spare would be released for filing purposes, but on the other hand, it was indicated that most of the vaults were overcrowded. After considering these reasons, the following suggestion was submitted:

SUGGESTION: That gas masks and helmets be permitted to be stored in storerooms, vaults, or cabinets in field offices.

Those in opposition pointed out that when this equipment is needed it would be needed quickly and should thus not be in the storeroom.

NOTE: For the suggestion - Rogers, Hallford, Rostetter, Hammi, Beardsley, Dalton, Grayson, Kimmel, and Lantley.

Opposed to the suggestion - Rogers, Egan, O'Connor, Belmont, McFarlin, Cornelius, Morris, Rhodes, and Flood.

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives' Conference felt that it would be entirely agreeable for these gas masks and helmets to be maintained in either cabinets, vaults, storerooms, or wardrobe cabinets, whichever was most convenient and available. Those present at the Conference were Rogers, Glavin, Acers, Rendon, Coffey, Hince, Carson, Tracy, and Clegg.

Respectfully,
For the Conference

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
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HEREIN IS UNCLASSIFIED

DATE 7/25/77 BY SP5CJ/6

RECORDED

Clyde Tolson
Chairman

U. R. Glavin
Secretary

18 NOV 18 1943

cc - Mr. Tolson
Mr. Glavin

JKM:FK

November 13, 1943

THE DIRECTOR

The Executive Conference, attended by Messrs. E. A. Tamm, Ladd, Quinn Tamm, Clegg, Coffey and Mumford, considered a suggestion brought back by Mr. Clegg from the recent SAC Conference "that routine daily communications between field offices concerning passengers arriving in connection with the Foreign Travel Control Program be destroyed by the field offices after six months." The SACs who considered the suggestion voted 11 for and 4 against, as listed on the attached sheet.

The members of the Executive Conference present were unanimously against the adoption of the rule suggested here. In the first place, destroying such communications would mean that a passenger arriving six or more months subsequent to a previous entry would have to be interviewed as though such had never previously been done. As you are aware, these interviews, although fully justified, are about the only activity in connection with the whole Travel Control Program which results in any complaints. It is therefore most desirable to avoid them wherever possible. Another objection to the suggestion would be the unavoidable duplication of investigative effort in connection with repeat passengers whose subsequent arrivals were more than six months apart, and a third objection would be the fact that it would not be feasible to remove the index cards from file when the serials were destroyed since such action would cause an expenditure of more time than would be justified by any savings of space in destroying the old files, and as a result, there would be many index cards in the file unsupported by serials to which they

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg If you concur with the opinion of the Conference, no further action will

Mr. Coffey be taken in this matter.

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Acers

Mr. Carson

Mr. Harbo

Mr. Hendon

Mr. Mumford

Mr. Starke

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

Respectfully,
For the Conference

RECORDED

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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X accidents for field - Bureau

Enclosure

November 11, 1943

THE DIRECTOR

The San Francisco Conference of Special Agents in Charge requested that the Bureau give blanket authority to field offices to permit a Bureau car to be repaired with an Agent's personal funds when the damage is solely through the Agent's negligence, thus doing away with much correspondence with the Bureau.

The Special Agents in Charge at San Francisco unanimously recommended this procedure.

The ~~Executive~~ Conference pointed out that no authorization is required now for an Agent to personally pay for the repairs to an automobile which he has negligently damaged although, of course, there should be no granting of authority to fail to report the damage and accident to the Bureau as is now required. Thus the suggestion was unanimously approved. Those present at the Conference were Messrs. Glavin, Acers, Hendon, Coffey, Wince, Carson, Tracy, and Clegg.

If approved, there is attached hereto a proposed SAC letter advising the field of this fact.

Respectfully,
For the Conference

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Clyde Tolson
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W. R. Glavin
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Mr. Tolson
Mr. Glavin

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Director

November 11, 1943

ALL INFORMATION CONTAINED
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DATE 4/25/94 BY SP5C/lee
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THE DIRECTOR

In the Manual of Instructions the table of contents is organized according to the subject matter of each section. For example, the first section deals with Preliminary Federal Criminal Procedure and the second deals with Arrests, Searches, and Seizures; under the first section, there are 17 different subdivisions indexed by page number; under the second section, there are 21 different subdivisions listed by page number.

At the Chicago Conference, it was suggested that this table of contents be revised and that the chapter headings be listed alphabetically rather than in the sequence in which they appear at present. This would mean, for example, that the section on Arrests, Searches, and Seizures would be placed before the section on Preliminary Federal Criminal Procedure and, in fact, between these two sections would appear sections on the Care of Firearm Equipment, Descriptions of Persons, Identification Division, Bankruptcy, Bank Robbery, and others. It is pointed out that there are but 12 pages of this table of contents and only 37 sections in this manual.

Those favoring the suggestion felt that it would save time on the part of new Agents locating material in which they are interested.

ALTERNATE SUGGESTION: The suggestion was then amended to require that a topical index be added at the end of the present manual and the table of contents be continued as it is. This topical index would list each of the manual sections alphabetically and refer to the section number and the page number within that section where the material could be found.

VOTE: Those favoring this suggestion were: Messrs. Kuhnol, Egan, O'Connor, Hallford, Belmont, McFarlin, Cornelius, Drayton, Morris, Brantley, Rhodes, Flood, Dalton, and Hanni.

Opposed to the suggestion were: Mr. Boardman and Mr. Hostotter.

It was the unanimous recommendation of the Executives' Conference that this topical index at the end of the manual would serve a valuable purpose and that it should be prepared. Those present at the Conference were Messrs. Glavin, Ladd, Coffey, Egan, Carson, Acers, Nichols, Quinn Tamm, Tracy, Hince, and Clegg.

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Respectfully,
For the Conference

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Clyde Tolson
Chairman

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Secretary

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cc - Mr. Tolson
Mr. Glavin

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November 16, 1943

THE DIRECTOR

At a meeting of the Executives Conference on November 13th, attended by Messrs. E. A. Tamm, Clegg, Quinn Tamm, Coffey, Mumford and Ladd, the suggestion of Mr. Appel of the Laboratory that all prisoner of war mail coming to the United States be examined in the Laboratory for possible secret writing and all mail from the United States destined for prisoners of war in Germany be examined in the Laboratory for secret writing, was considered.

It was pointed out to the Conference that this is the duty and function of censorship; that it was not believed the Bureau should endeavor to go into this field. It was suggested to the Conference that the possibility of these letters containing secret writing should be called to the attention of censorship, and it was the unanimous opinion of the Conference that the Bureau should take no action with reference to this matter, other than to call it to the attention of American censorship.

In the event you approve, this matter will be discussed with the censorship authorities.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. E. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
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November 11, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Coffey, Clegg, Tracy, Hendon, Acers, Glavin, Carson, Rosen and Mumford, considered a suggestion brought back by Mr. Clegg from the recent SAC Conference "that the key figure files on Communist Party members and Internal Security files follow the individual from office to office by means of a cover letter, just the same as a Special Agent's personnel file follows him."

Attached hereto is the sheet showing the advantages and disadvantages of such a procedure as considered by the SACs and their vote which was two for the suggestion and thirteen against. It would appear that they thoroughly explored the matter and the Executive Conference unanimously concurs with the majority of the SACs that there would be no substantial advantage to such a procedure, but could result only in a chaotic condition.

Unless you instruct to the contrary, no further action will be taken in the matter.

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Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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THE DIRECTOR

The Executives' Conference, those present being Messrs. E. A. Tamm, Glavin, Mumford, Ladd, Rosen, Acers, Hendon, Tracy, Coffey, and Clegg, considered the appeal made by Superintendent Beverly Ober of the Maryland State Police for permission to send four selected men to the next session of the FBI National Police Academy so that one of these men could be assigned to each of the four troops of his organization. Members of the Executives' Conference were of the opinion that it would be undesirable to accept more than one representative of any one law enforcement agency in any session of the Academy, but it recommended the following new policy to be applied to "larger police departments and state police organizations"—that the Bureau accept one representative at a time in a session of the FBI National Police Academy and with the degree of frequency that may be justified by the size of the organization, its cooperativeness, and the importance of having additional men trained in the NPA in the particular department. This would mean that whenever there is a state police agency or larger police department involved which desires several men trained in the NPA applications can be received and the Bureau will consider these applications so that one representative can attend each of several sessions of the Academy until a fair and proportionate representation of FBI NPA trained men are employed in such organization. For example, at the present we have limited to two and in the future to a maximum of three representatives in any one agency. A state police force, therefore, would be entitled to a larger number of eventual graduates from the NPA than a small town police department, and a police department of a large city would be entitled to a larger number of graduates. It was felt best not to fix any specific size in determining what is a "larger police agency" and this would allow the Bureau latitude and discretion in passing upon the merits of each individual application.

In the specific case of the Maryland State Police, it was the unanimous recommendation of those present that Superintendent Ober be informed that he might send one representative to each of the next three sessions of the FBI National Police Academy and since he has one graduate already in his organization this would make a total of four graduates. If this is approved, there is attached hereto a letter addressed to Mr. Ober along this line.

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Respectfully,
For the Conference

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Clyde Tolson
Chairman

W. R. Glavin
Secretary

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cc - Mr. Glavin

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November 11, 1943

THE DIRECTOR

Seattle Field Office

The Bureau has approved a plan whereby the Seattle Office will furnish a comprehensive teletype or telegraph summary of pertinent information in jail cases handled by the United States Attorney's Office at Spokane, Washington. SAC Fletcher has suggested the desirability of installing a teletype machine in the Resident Agency located at Spokane so that the teletype communications may be dispatched to the Resident Agent at Spokane at 9:00 A.M. each morning and shortly after 6:00 P.M. in the afternoon when it will be expected that one or more Agents will be on duty at the Resident Agency Office.

The Executive Conference, those present being Messrs. L. A. Tamm, Glavin, Mumford, Ladd, Rosen, Acers, Hendon, Tracy, Coffey, and Clegg, unanimously disapproved this suggestion since it was felt that if a teletype machine were installed in this Resident Agency Office similar requests would soon be forthcoming from scores of other Resident Agency Offices, and as yet there had not been established any evidence that such a system would be more economical or desirable. For this reason, the Executive Conference recommends unfavorably and there is attached hereto a letter addressed to SAC Fletcher along this line, if approved.

Respectfully,
For the Conference

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Clyde Tolson
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W. R. Glavin
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cc - Mr. Tolson
cc - Mr. Glavin

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November 11, 1943

THE DIRECTOR

The Executives' Conference considered the previous Executives' Conference memorandum which had been submitted to the Director with respect to those who are to be invited to attend the receptions, when given for visiting police and intelligence officials when they are guests of the Bureau. It was the unanimous opinion of those present that the Bureau should not automatically invite to such receptions the Assistant Directors and their Number One Men, but that these invitations should be limited to the members of the Executives' Conference, and as there arose special needs for additional Bureau representatives, invitations could be extended based upon that particular need arising out of each instance. The reason for this modification of the initial suggestion was primarily to reduce the expense incident to such receptions.

Those present at the Conference were Messrs. E. A. Tamm, Glavin, Ladd, Egan, Acers, Hendon, Tracy, Coffey, and Clegg.

Respectfully,
For the Conference

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Chairman

W. H. Glavin
Secretary

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November 11, 1943

THE DIRECTOR

The San Francisco Conference of Special Agents in Charge pointed out that some time ago the Bureau sent out a circular letter to industrial concerns advising that all theft of government property cases should be reported promptly to the nearest field office of the FBI. In connection with such circulars as this the Agents in Charge recommended that before these letters are sent out a survey be made to obtain the opinions of a small number of Special Agents in Charge as to the practicality of such a communication.

It was pointed out that some United States Attorneys do not desire to prosecute minor cases of this sort and that the letters bring in numerous trivial complaints which the United States Attorneys will not prosecute and the Bureau is thus embarrassed in declining to do this work in cases which industrial firms think have merit and which they report to the field office.

Those in favor of this suggestion were: Egan, Nathan, Hood, Duffey, Logan, Gurn, Fletcher, Kramer, Bryce, Stein, Nicholson, Newman, Thornton, and Pieper.

Those opposed to the suggestion: Hend.

The Executive Conference recommended favorably in all instances where it appeared suitable that such procedure be followed. Those present at the Conference were Egan, Glavin, Ladd, Coffey, Hendon, Carson, Acers, Nichols, Quinn Tamm, Tracy, Harbo, and Clegg.

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Respectfully,
For the Conference

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cc - Mr. Tolson
Mr. Glavin

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November 11, 1943

THE DIRECTOR

At the Chicago Conference, it was suggested that instructions be issued to all field offices to obtain the Social Security number of all subjects when these numbers are available and this number should be included in the description of the subject. It was pointed out that this information would be of value in the event the subject becomes a fugitive in the instant or another Bureau case, that it was of special benefit when numerous people have the same name and are employed by large concerns, and in many instances the subject may be working under an alias and his employment record cannot be located unless his social security number is known.

The entire conference of Special Agents in Charge at Chicago favored this suggestion.

In the Executive Conference, Mr. Coffey and Mr. Hince favored the suggestion whenever the information is available.

ALL others, namely Messrs. Glavin, Ladd, Egan, Carson, Acers, Nichols, Quinn Tamm, Tracy, and Glegg, were opposed in view of the fact that too many hours of Agents' time would be wasted looking for this information when it had no special purpose or value and the automatic inclusion of these Social Security numbers should also be avoided in view of the fact that it was not desired that the Social Security Agency be antagonized with reference to the use of these numbers in Bureau cases.

Respectfully,
For the Conference

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Clyde Tolson
Chairman

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W. R. Glavin
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cc - Mr. Tolson
Mr. Glavin
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November 11, 1943

THE DIRECTOR

The Chicago Conference of Special Agents in Charge pointed out that at present the Bureau rule is that agents' brief cases containing firearms must be kept in a locked cabinet. It was suggested that they might be kept in a locked file drawer assigned to an agent when the brief case was locked. This would save time of the agent in obtaining his brief case when he needs it. It was pointed out that there was no advantage to be gained by keeping these brief bags all together in one cabinet. A disadvantage cited was that there was not a sufficient number of file cabinets available for this purpose.

Mr. Euhmel and Mr. Egan were in favor of this suggestion.

Those opposed were: Messrs. O'Connor, Hollford, Belmont, McFarlin, Cornelius, Brayton, Morris, Brantley, Rhodes, Flood, Dalton, Hami, Boardman, and Kestetter.

The Executives' Conference unanimously agreed that as long as the firearms were maintained in locked brief cases, these brief cases might be stored in vaults, in wardrobe cabinets, in the individual cabinet drawers assigned to agents, or in any other secure place decided upon by the SAC. Since the brief cases were locked, the matter of storing them should be left as matters of security and convenience as determined by the SAC.

Those present at the Conference were Messrs. Glavin, Acers, Hendon, Coffey, Hines, Ladd, Carson, Tracy, and Clegg.

Respectfully,
For the Conference

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Clyde Tolson
Chairman

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cc - Mr. Tolson
Mr. Glavin

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Major

November 12, 1943

THE DIRECTOR

It is presently required in the Manual of Rules and Regulations that when an Agent from one division, due to emergencies or for common sense purposes, crosses the line into another division on an investigation that a copy of the report covering such investigations be sent to the office of the territory which the Agent entered but to which he was not assigned.

The Agents in Charge at the New Orleans Conference suggested that this practice be discontinued since such reports serve no useful purpose and they require indexing, filing, searching, and reviewing in the office receiving the report. It was pointed out that the reports are not received for days, or at times weeks, after the investigation has been made and they are not valuable then, and that the present requirement of notifying the Special Agent in Charge of the territory entered that the Agent is going into that territory would suffice.

It was pointed out on the other hand that the present practice is valuable to the Special Agent in Charge in the territory visited so that he will know what Agents from other territories are doing in his territory.

Those in favor of the suggestion were: Messrs. Rosen, Danister, Holloman, Danzer, Murphy, Kitchen, Wily, Egan, Untermyer, Lopez, Kinnick, Moss, Higgins, and Glavin.

Opposed to the suggestion was Mr. Abbaticchio.

At the Executives' Conference, those favoring the suggestion were Messrs. Tracy, Egan, and Clegg. *Tolson*

Those opposed to the suggestion were Messrs. Quinn Tamm, Nichols, Acers, Carson, Hendon, Coffey, Ladd, and Glavin.

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cc - Mr. Tolson
Mr. Glavin

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-2197
18 NOV 18 1943

FEDERAL BUREAU OF INVESTIGATION
RECORDS SECTION

11-20, 1943

To:

| | |
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| ____ Director | ____ Mr. Laughlin |
| ____ Mr. Tolson | ____ Mr. Acers |
| ____ Mr. Nichols | ____ Mr. Callahan |
| ____ Mr. Glavin | ____ Miss Day |
| ____ Chief Clerk | ____ Mr. H. L. Edwards |
| ____ M _____ | ____ Mr. J. E. Edwards |
| ____ M _____ | ____ Miss Guigon |
| ____ M _____ | ____ Mr. Halter |
| | ____ Miss Herrick |
| | ____ Mr. Huston |
| ____ Mr. Patterson | ____ Mrs. Jacobs |
| ____ Mr. Brown | ____ Mr. King |
| ____ Miss Wolfe | ____ Mr. Lee |
| ____ Mr. Eames | ____ Mr. Mackle |
| ____ Mrs. Sannebeck | ____ Mr. McDowell |
| ____ Mr. Mason | ____ Mr. Mohr |
| ____ Mr. Pond | ____ Mr. O'Connor |
| ____ Mr. Seyfarth | ____ Mrs. Reynolds |
| ____ Mrs. Smith | ____ Mr. Schildecker |
| ____ Mr. Waikart | ____ Mr. Scott |
| ____ Records Section | ____ Mrs. Shermer |
| ____ SIS Files | ____ Mrs. Snouffer |
| ____ Dept. Mail Rm. | ____ Mrs. Wackerman |
| <i>y</i> M <i>W. L. Riddle</i> | ____ Mr. Whelan |
| M _____ | ____ Mrs. Woods |
| M _____ | ____ M _____ |

This is Admin. Matter.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE *12/25/91* BY *SP5/BL*

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Personnel Records, Room 6644

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November 11, 1943

THE DIRECTOR

The SAC Conference at San Francisco submitted a suggestion that the Bureau re-inaugurate the practice of furnishing at intervals a list of Special Agents who are eligible to attend In-Service Training and the SAC could designate those men to attend the In-Service School at a time when it would least interfere with the operations of the office and yet the quota would be filled from these lists weekly. It was reasoned that this would provide a better organization of the work; that it would permit the making of reservations in advance; that the practice had been proved successful; that the fact that Agents might take annual leave en route to and from the school was, in fact, no particular disadvantage since they would be entitled to the amount of annual leave approved in any event; and that it would improve morale among the Agents if they were permitted to take such leave.

Among the disadvantages, it was suggested that some Agents would make arrangements in advance to obtain subpoenas and some would undertake to avoid attending In-Service School during the rainy season; that it would be of no advantage in the smaller offices; and that the plan would stimulate unusual requests for annual leave.

Those in favor of the suggestion were: Messrs. Stein, Logan, Nicholson, Kramer, Hood, Thornton, Fletcher, Duffey, and Fleper.

Those opposed were: Messrs. Nathan, Egan, Eyras, and Herman.

The Executives' Conference was informed that the practice formerly engaged in of submitting a large block of names was stopped because it was only with the greatest difficulty that some of the Agents in Charge of field offices could be persuaded to come to In-Service School. In spite of repeated requests, excuses would be found. It became necessary, therefore, to designate those who were to go.

51 RECORDED & INDEXED

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On further consideration and in view of the transportation difficulties, it was recommended by the Executives' Conference that each field office be informed, whenever the size of the office justified, with as specific information as possible as to the number of employees who might ordinarily be expected to be ordered in to In-Service School each week. This would permit the office to make reservations in advance and on a weekly basis for transportation. It was also recommended that instead of sending out a large number of names that the names of those that the Bureau desires to attend a session of In-Service Training be

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cc - Mr. Tolson

Mr. Glavin

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specifically set forth with a very small number of alternates which would permit Agents in Charge to use some discretion and the Bureau, by listing those who are to attend and the names of the alternates, could limit the choices to such an extent that all of the Agents could come in for In-Service in their turn. This was unanimously recommended by the Conference. Those present were Messrs. Glavin, Tracy, Ladd, Coffey, Riney, Egan, Carson, Gandy, and Clegg.

Respectfully,
For the Conference

Clyde E. Brown
Chairman

W. A. Glavin
Secretary

Q7:mln

November 16, 1943

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Coffey, Ladd, Carson, Mumford and Quinn Tamm being present, considered a suggestion submitted by Special Agent Jack Waldman of the Springfield, Illinois, Field Division. Agent Waldman suggests that the Bureau simplify the handling of requests for dispositions of criminal records. He points out that when a criminal record comes in from the Bureau with several dispositions missing, the practice is to write a letter to the appropriate police department requesting a disposition, a copy of this request being placed in the Bureau's files. When the disposition is received, a copy of the disposition sheet is forwarded to the Bureau and a copy is placed in the Field Office file. To simplify this Waldman suggests that a notation be placed on the criminal record retained in the Field Office file when the disposition is received, thus, he states, reducing filing time in Field Offices.

The Conference does not feel that this would save time in the Field but rather would necessitate a search of the Field Office file each time a disposition is received so that the notation could be placed on the copy of the criminal record. It would appear that this would cause more work. The Conference is unanimously opposed to the suggestion.

If you approve, there is attached hereto a letter thanking Agent Waldman for his suggestion.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/25/91 BY SP5CJ/bce

10 #323813

Respectfully,
For the Conference

Clyde Tolson, Chairman

Enclosure

RECORDED

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W. R. & Glavin Secretary 1

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November 11, 1943

THE DIRECTOR

Certain Special Agents in Charge at the San Francisco Conference presented the suggestion that a moving picture film be prepared and used for the in-service training of clerical employees in field offices. This, it was believed, would result in better trained personnel, and through these films, prepared under the supervision of the Training Division, more uniformity would be obtained. It was pointed out on the other hand that this might be expensive and also might not be necessary.

Those in favor of the suggestion were: Acers, Hood, Pieper, Nathan, and Luffey.

Those opposed were: Leary, Logan, Egan, Fletcher, Kramer, Bryce, Stein, Nicholson, Herman, and Thornton.

The Executive Conference believed that it was impossible to give this matter favorable consideration at this time but that this should be looked upon with favor as a postwar project consistent with the availability of funds.

Those present at the Conference were: Acers, Glavin, Acers, Hendon, Coffey, Hince, Carson, Tracy, and Clegg.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/25/91 BY 8957/abc
OK #323,013

Respectfully,

For the Conference

Clyde Tolson
Chairman

W. H. Glavin
Secretary

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
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Hendon
Quinn Tamm
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cc - Mr. Tolson
Mr. Glavin

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November 12, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Acers, Nichols, Rosen, Tracy, Clegg, Coffey and Glavin considered a communication dated November 9, 1943, sent to all Government Agencies by Joseph B. Eastman, Director of the Office of Defense Transportation, concerning the curtailment of travel during the holiday period from December 17 through January 10. A copy of the Eastman communication of reference is attached hereto for the Director's information.

The Conference suggests that this communication be included verbatim in the next issue of "The FBI This Week" and the next issue of "The Investigator," with the simple preamble that the following communication, addressed to all Government Agencies from the Director of the Office of Defense Transportation, has been received by the Bureau.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/24/91 BY SP-5 JBC

#323,013

Attachment

CC - Mr. Tolson

Tolson
E. A. Tamm
Clegg
Coffey
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Ladd
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Tracy
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Starke
Quinn Tamm
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November 13, 1943

THE DIRECTOR

The Executive Conference, attended by Messrs. E. A. Tamm, Ladd, Quinn Tamm, Clegg, Coffey and Mumford, considered a suggestion brought back by Mr. Clegg from the recent SAC Conference "that in instances where we close Communist cases, due to the fact that the subject has gone into the Army, arrangements be made by the Bureau with Military Intelligence in Washington or by the SACs with the Military Intelligence Division in their territory so that the field office will be advised if the subject is transferred to a camp within that field division territory." The SACs who considered the suggestion voted 1 for and 14 against, as listed on the attached sheet.

The members of the Executive Conference present were unanimously opposed to the suggestion. It was felt that the Bureau has no interest in the subjects' activities while in the Army so long as they do not operate with local civilian Communists, and if they do that to a sufficient extent to be of any consequence, our local offices should certainly learn of it through their established confidential informants. Furthermore, as you know, we already have an arrangement with G-2 whereby they will immediately advise us of the discharge of such a person from the Army, thus returning him to our jurisdiction.

If you concur with the opinion of the Conference, no further action will be taken in this matter.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson
Chairman

F. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/26/91 BY SP-1/BJA

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November 11, 1943

THE DIRECTOR

At the New Orleans Conference of Special Agents in Charge, it was suggested that whenever there are certain rubber stamps required for any purpose in a field office that the Bureau purchase these stamps in one lot and distribute them to the field offices. It was pointed out that this suggestion would bring about uniformity, the Bureau would probably be able to obtain this equipment much more easily than the field offices, and the use of the stamps would go into effect at approximately the same time. On the other hand, it was pointed out that it would be a simple procedure to get such stamps locally.

Those in favor of the suggestion were: Messrs. Coffey, Sanitor, Holloman, Murphy, Kitchin, Ruggles, Abbaticchio, Foss, Campbell, Untermyer, and Brugh.

Those opposed to the suggestion were: Messrs. Lopez, Guerin, Ely, and Barnett.

The Executives' Conference pointed out that it would be a more efficient way to proceed to obtain these stamps at one time and that the desirability for uniformity and simultaneous practices was an important consideration.

Those favoring this point of view of the suggestion were Messrs. Nichols and Clegg.

Those opposed felt that they could be obtained quicker in the field and that bids would probably have to be solicited at the Dept. of Government which would delay acquisition. Those opposed were Messrs. Glavin, Ladd, Coffey, Hendon, Carson, Acers, Quinn Tamm, Tracy, and Elinor Tolson.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/26/94 BY SP2C/bcc

Respectfully,
For the Conference

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Quinn Tamm
Starke
Tamm
Glavin
Candy

Olyde Tolson
Chairman

RECORDED & INDEXED

W. R. Glavin
Secretary

cc - Mr. Tolson

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November 11, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Tracy, Quinn Tamm, Acers, Carson, Hendon, Hince, Ladd, Mumford and Glavin considered the suggestion made by the members of one of the SAC conferences held by Mr. Clegg that the Bureau dispense with the letter written to the Bureau on the second of every month, advising the number of delinquent items outstanding as of that date in connection with confidential expenditures made by the field.

It was pointed out by Glavin that it is essential that this information be secured; that prior to the installation of this regulation the Bureau found thousands of dollars worth of confidential expenditures that were not being promptly reported and not being promptly paid and as a result considerable difficulty was experienced by the Bureau in securing in a very short period of time sufficient funds to send to Special Agents in Charge to pay such outstanding expenditures. The most outstanding case in this regard is the confidential bills at Boston at the time the Boston Office was under the jurisdiction of former Special Agent in Charge Laddigan.

The Executive Conference was, therefore, of the unanimous opinion that these communications be continued.

Respectfully submitted,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
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DATE 1/26/97 BY SP-1/bce

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RECORDED & INDEXED Clyde Tolson, Chairman

W. R. Glavin, Secretary

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CC: Mr. Tolson

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E. A. Tamm
Clegg
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 Glavin
 Ladd
 Nichols
 Rosen
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 Hendon
 Mumford
 Starke
 Quinn Tamm
 Nease
 Gandy

WRG:lrd

November 12, 1943

MEMORANDUM TO: THE DIRECTOR

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The Executive Conference consisting of Messrs. Tolson, Rosen, Ladd, Acers, Tracy, Carson, Nichols, Mumford, Hendon and Glavin considered a suggestion submitted by Kenneth A. Benish, Acting Chief Clerk of the Kansas City Office concerning the use of teletype carbon paper.

Clerk Benish suggests that consideration be given to having the field offices put to use the carbon paper from the teletype machines. Benish pointed out that this carbon paper, which is thrown away after being used once, should be an excellent source of supply for carbon paper to be used in preparing abstracts and various assignment ticklers.

The Conference was advised that tests had been made in the Chief Clerk's Office using teletype carbon paper, it being definitely determined that the carbon paper was of good quality and could be used many times over.

For the Director's information, our teletype paper is purchased with the carbon paper inserted. The teletypes are usually cut to letter size for proper and uniform filing. The carbon paper is then thrown away. It is felt that this is a waste of good carbon paper.

The Conference, therefore, recommends that this particular problem be brought to the attention of the field and that the field and the Seat of Government be instructed to utilize this carbon paper wherever possible and not to dispose of it in the future as it has been disposed of in the past. There are attached hereto necessary communications covering this particular matter should the Director agree with the Conference's recommendation in this regard.

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 Nease _____
 Gandy _____

ALL INFORMATION CONTAINED
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DATE 4/26/94 BY SP5 CJP/bce
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CC - Mr. Tolson

Respectfully submitted,
FOR THE CONFERENCE

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Glyde Tolson, Chairman

66-2554-2205
FEDERAL BUREAU OF INVESTIGATION
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U. S. DEPT. OF JUSTICE

W. R. Glavin, Secretary

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November 11, 1943

MEMORANDUM FOR THE DIRECTOR

cc
Confidential
The Executive Conference consisting of Messrs. Tolson, Rosen, Ladd, Acers, Tracy, Carson, Nichols, Mumford, Hendon and Glavin considered a request of the Training Division for the purchase of a set of United Nations flags, 31 flags in all at a cost of \$3.15 each, one American flag at \$2.40 and 32 stands and poles at a cost of \$6.64 a set.

It was the understanding of the Conference that these flags would be used for NPA Graduation ceremonies.

The Conference is unanimously opposed to the purchase of such flags, it having been pointed out to the Conference by Mr. Glavin that it would be necessary to justify to the General Accounting Office that these flags are essential in the conduct of our business at the present time and he, Mr. Glavin, did not feel that such a certification could be made.

Should the Director approve the Conference's recommendation in this regard, the purchase will not be made.

Respectfully submitted,
FOR THE CONFERENCE

RECORDED & INDEXED

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Clyde Tolson, Chairman

W. R. Glavin, Secretary

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November 17, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Coffey, Quinn Tamm, Carson, Ladd, Mumford and Glavin was advised that in connection with the night shift in the Health Service in this building, we are receiving an average of 7 patients a night.

The Health Service closes at 9:30 P.M. each evening, one Nurse being on duty until that hour.

The Conference unanimously feels that the present hours of the Health Service should be continued.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

OK
H
CC - Mr. Tolson

Approved by
Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
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DATE 4/26/91 BY SP-7/K-ee

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November 17, 1943

THE DIRECTOR

Mr. Coffey advised the Executive Conference on November 17, 1943, that it is the desire of the Laboratory to invite to the dance which will follow the Laboratory banquet at the Mayflower on Tuesday, November 23, 1943, the Special Agents in the Training Schools which are on that day in Washington. He indicated that the dance begins at about 9 o'clock and requested that, if possible, the Agents be excused from their classes that night at 5 P. M. to attend the dance.

The majority of the conference consisting of Messrs. McGuire, Hendon, Ladd, Clegg, Leary, Hendon, Carson, Coffey, G. Tamm, Tracy, and Glavin, felt that this was a desirable Bureau social function which the Special Agents might very well like to attend and recommended that classes in Washington on that evening be postponed at 5 o'clock to provide the opportunity.

Mr. Tolson voted against the recommendation because he feared it might establish a precedent which the Bureau might not want to set up as a permanent policy.

Respectfully,
For the Conference

Glyde Tolson, Chairman

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

G. R. Glavin, Secretary

RECORDED & INDEXED

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OT:mlm

November 16, 1943

THE DIRECTOR

The Executive Conference, Messrs. E. A. Tamm, Glavin, Coffey, Ladd, Carson, Mumford and Quinn Tamm being present, considered a suggestion submitted by Special Agent Carl A. Betsch of the Pittsburgh Field Office. Agent Betsch suggests that the Bureau take steps to obtain the fingerprints of members of the armed forces who are arrested and confined by Military Police officers for violation of the Articles of War.

The Conference is of the opinion that fingerprint cards of this nature would not serve any purpose in the Bureau's files. The information would be purely of a type in which the Bureau is not interested. The cards would necessitate additional searching against the Identification Division files.

If you approve, there is attached hereto a letter to Agent Betsch so advising him.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. B. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols Enclosure
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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November 17, 1943

THE DIRECTOR

The Executive Conference on November 16, 1943, consisting of Messrs. E. A. Tamm, Ladd, Carson, Coffey, Hendon, Ladd, Starnford, and G. Tamm, considered the recommendation of Mr. Coffey that the Bureau extend its policy of laboratory cooperation so that: where a cooperative police agency of high standards has a sufficient amount of scientific examination work of a particular type to warrant the employment of a full-time expert on its payroll and when the expert then employed full time is found to be competent and reliable and honest and to have the appropriate educational background necessary for the type of scientific work he is doing, and where that expert then confines his activities to that field of scientific crime detection for which he has been prepared and in which he is skillful, the Bureau will thereafter maintain a cooperative liaison with that police department and that crime detection expert and will accept for FBI laboratory examination from that police department evidence the examination nature of which is beyond the scope of training of their expert. Further, that their expert be encouraged to consult with the FBI Laboratory on matters outside of his own skills. The typical example of such a situation would be where a large police department adds to its payroll and regularly employs a properly skilled and competent chemist in order to conduct the chemical tests occurring in its crime detection work. Then the FBI, instead of ignoring that police agency thereafter in all matters concerning the scientific analysis of evidence, would rather continue to accept from that police department such evidence as ballistic evidence, which, of course, the chemist would not be trained to handle and furthermore would maintain a friendly relationship with that chemist so long as he continued his work on a properly ethical plane and confined his work within the scope and field of his background training.

Inversely, if a police agency utilized an incompetent or pseudo crime

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Coffey
Mr. Hendon
Mr. Kramer
Mr. McGuire
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Coffey
Mr. Hendon
Mr. Kramer
Mr. McGuire
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Coffey
Mr. Hendon
Mr. Kramer
Mr. McGuire
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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the advised that both of these experts are known to be reliable and conscientious and qualified in their fields, Mr. Nixon being a toxicologist and Mr. Brooks holding a B. S. degree in chemical engineering.

The Conference was of the opinion that the proposal, as a general policy, should not be adopted at this time but rather that any individual cases which appear to fit into this category should be considered as they arise and the cooperation indicated should be applied where the individual case appeared to merit.

The Conference was of the opinion that the two cases at hand, Mr. Nixon and Mr. Brooks, should be given the cooperation indicated.

If you concur, a letter to the Special Agent in Charge at Birmingham to this effect is attached.

Respectfully,
For the Conference

Clara Tolson, Chairman

W. R. Glavin, Secretary

cc-Mr. Tolson
Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

CF:mla

November 16, 1943

THE DIRECTOR

cc

The Executive Conference, Messrs. E. A. Tamm, Glavin, Coffey, Ladd, Carson, Mumford and Quinn Tamm being present, considered a suggestion submitted by Special Agent in Charge H. K. Moss of the Louisville Field Office in which SAC Moss suggests that the Bureau discontinue the use of the Form letter advising the Field that a search of the Identification Division files fails to reveal a prior record. SAC Moss points out that failure to receive such a reply would indicate to the Field that no prior record was located.

The Conference feels that such a reply is necessary. The fact that a search of the files has been made and no record located should be included in the Field Office investigative files. The Conference was unanimously opposed to this suggestion.

If you approve, there is attached hereto a letter to SAC Moss so advising him.

Respectfully,
For the Conference

OK
Clyde Tolson, Chairman

W. R. Glavin, Secretary

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols Enclosure
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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ALL INFORMATION CONTAINED
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November 11, 1943

THE DIRECTOR

The Agents in Charge at the New Orleans Conference recommended that the present rule requiring that the inventory of official property assigned to an employee not appear in the personnel file inasmuch as this information is in the administrative file. This would save time and avoid duplication of effort.

Those favoring the suggestion were: Messrs. Holloman, Wyly, Kitchin, Murphy, Danner, Abbatichio, Hammack, Brown, and Untermyer.

Those opposed were: Messrs. Loefer, Loefer, Loefer, Loefer, and Loefer.

EXECUTIVES' CONFERENCE CONSIDERATION: The Field has recently been instructed to destroy administrative files relating to individual employees when the material is one year old and this obviously was not taken into consideration by the Agents in Charge. Therefore, since this would involve a destruction of any inventory in the administrative file, the only record would appear in the personnel file where it should remain.

This was unanimously agreed to by the Conference, those present being Messrs. Glavin, Acers, Hannon, Coffey, Rince, Carson, Tracy, and Clegg.

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DATE 4/26/99 BY 321/bce
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Respectfully,
For the Conference

Clyde Tolson
Chairman

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W. E. Glavin
Secretary

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Nease _____
Gandy _____

cc - Mr. Tolson
Mr. Glavin

12 NOV 23 1943

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November 11, 1943

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 11/26/91 BY SP5/BJC

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Mumford, Rosen, Ladd, Nichols, Carson, Hendon, Acers, Tracy, Quinn Tamm, Coffey, Hince, and Glavin, considered the desirability of continuing Bureau telediphones in the various offices at the Seat of Government and in the field divisions.

The Conference unanimously recommended that the three telediphones (recording machines) presently used at the New York Office by Messrs. Conroy, Donegan, and Kimball, and the telediphone in the Washington Field Office used by the SAC be taken out of those offices and returned to the Seat of Government.

The Conference also unanimously recommends removing the recording telediphone machine from the office of Assistant Director Clegg.

The Conference recommends the continuance of the following telediphone recording machines:

- (1) The 2 machines in the Director's Office.
- (2) One machine in the office of Mr. Nichols to be used for press releases only when such press releases are dictated from the field.
- (3) One machine in the Communications Section for emergency recordings when officials of the Bureau receive important calls when not in their offices in the building.
- (4) One machine in the Radio Room in the Department of Justice Building, where broadcasts are monitored and recorded.
- (5) The double machine in the office of the Assistant to the Director, Mr. E. A. Tamm, for the recording of confidential and special conversations.

Tolson _____
E. A. Tamm _____
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Memorandum for the Director

- 2 -

(6) The double machine in the office of Assistant Director D. M. Ladd for the same investigative purposes as aforementioned in connection with the machine maintained in Mr. Tamm's office.

(7) One machine in the office of Assistant Director Rosen for the same purpose as the machine assigned to the office of Assistant Director Ladd.

(8) One machine in the Portland Radio Station at Portland, Oregon, for recording and monitoring purposes only. The machine used in the Portland Radio Station takes high speed code which is sent by machine from stations in which the Bureau is interested and the machine can then be slowed down for transcription of the coded signals.

It is felt that the machines taken from the field and from Mr. Glegg's office can be put to good use in connection with monitoring activities.

Should the Director approve the Conference's recommendations, appropriate action will be taken immediately in regard to the redistribution of these recording devices.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

I am very reluctant
to continue any further
approval than indicated
only on condition that
the same will be the ordinary
conversation (this applies
to those in Director's office, Nichols,
Tamm, & Ladd's offices & in com-
munication sect.) I am con-
vinced there has been an
abuse of this equipment. I
want to make it clear to
my attention again as
I am as I am the only
person concerned.

JKM:EK

November 11, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Coffey, Clegg, Tracy, Hendon, Acers, Glavin, Carson, Rosen, and Mumford, considered a suggestion submitted by the Philadelphia Office that in Selective Service "No Card" cases, the field office covering the place of incarceration be permitted to directly contact local draft boards in neighboring division territories where such can be done more expeditiously than forwarding the request to the auxiliary office and having it then handle the matter.

The Philadelphia Office cites the example of the instance where an individual is picked up by the police in Philadelphia without a card but claims he is registered and in good standing with a local board in Camden, New Jersey, just across the river. Under the present rules and regulations, Philadelphia would send a teletype to Newark requesting that the records of the instant draft board be checked, after which Newark would call or wire its Resident Agent in Camden who would check with the board and then call or wire Newark, who would in turn forward the data back to Philadelphia. Under the proposed procedure, Philadelphia would telephonically contact the local board direct and have the necessary information within a few minutes at a negligible expenditure.

The members of the Executive Conference were unanimously of the opinion that the suggestion should be adopted. If you concur, there is attached for your approval a bulletin to all field offices.

Respectfully,
For the Conference

Clyde Tamm
Chairman

INDEXED

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED

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DATE 7/26/91 BY 315/1612

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November 19, 1943

THE DIRECTOR

Re: Arrest Records of [REDACTED]
[REDACTED]

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The Executive Conference, consisting of Messrs. Tolson, Glavin, Quinn Tamm, Coffey, Carson, Hendon, Clegg, Ladd, Mumford, McGuire and Tracy considered the suggestion of Special Agent Arthur H. Thurston, Legal Attache at the American Embassy, London, England that the Bureau consider accepting information from the [REDACTED]
[REDACTED]

b7D

The Conference was unanimously of the opinion that the information furnished would not be worthwhile inasmuch as in every case where the soldier is brought back for the serving of a sentence in a disciplinary barracks, a copy of his fingerprints is furnished directly to the Identification Division. In this way all really serious criminals are brought to the attention of the Bureau by means of the fingerprint card. The balance of the offenses are those not considered sufficiently serious by the military authorities or the court-martial for a disciplinary barracks sentence.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen cc-Mr. Tolson
Mr. Tracy cc-Mr. Glavin
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Glyde Tolson, Chairman

W. B. Glavin, Secretary

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Hutchins

November 11, 1943

THE DIRECTOR

The Executives' Conference considered the various suggestions obtained during a conference held at each of the four regional SAC Conferences as to how to get the police to close cases and handle the Bureau's work more effectively.

Among the suggestions submitted, the members of the Conference unanimously opposed a suggestion that extra lead cards be routed to Resident Agents and Agents on road trips on all assignments made in their territory as this would be an unnecessary clerical burden, as well as a burden on the Agent when frequently they would serve no purpose.

The Conference also unanimously opposed the suggestion that letters of commendation be written to police officers for outstanding work done by them in their investigation because of the fear that such letters might be used by officers whose character and reputation were not of the best and such letters might be exhibited at police trials. It is pointed out that the Police Chief assigns the cases to his subordinates and the Bureau has no control over the individual officer who handles them.

Other suggestions included in the attached letter to Special Agents in Charge were considered by the Executives' Conference and they were approved unanimously with the following exceptions:

1. Mr. Glavin objected to forwarding a list of pending cases assigned to local police to the Agent working in that territory so that he could follow up on them when occasion demanded. He felt that this would be undesirable and a burden on the Agent's time. All other members felt that this was a logical follow-up. Mr. Clegg and all except Mr. Glavin approved the insertion of the suggestion.
- Mr. Coffey
Mr. Glavin
Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Starke
Mr. Quinn Tamm
2. Mr. Glavin opposed the suggestion that the telephone or telegraph be utilized in requesting or following up investigations when it appeared logical in view of the expense involved and the fact that the Bureau is trying to reduce communications expenditures. All other members felt that the suggestion was a good one whenever a particular case deserved this sort of treatment since it seemed necessary to weigh the obtaining of results in the way of investigative progress against the cost of communication.
- Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Starke
Mr. Quinn Tamm
3. Only Mr. E. A. Tamm and Mr. Clegg approved the suggestion that a Presidential Directive be called to the attention of the police in urging them to handle cases more efficiently.
- Mr. Tolson
Mr. Glavin

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November 13, 1943

THE DIRECTOR

The Executive Conference, attended by Messrs. E. A. Tamm, Ladd, Quinn Tamm, Clegg, Coffey and Mumford, considered a suggestion brought back by Mr. Clegg from the recent SAC Conference "that in connection with Alien Enemy Control matters and the handling of Japanese citizens released from relocation centers, the information in the possession of the office from whose territory they were originally evacuated be retained by that office until it is needed by the office into whose territory evacuees have been sent." The SACs who considered the suggestion voted 10 for and 3 against, as listed on the attached sheet.

The members of the Executive Conference who were present were unanimously opposed to the adoption of this suggestion. It was their opinion that failure to have the information in file upon receipt of a complaint that one of these individuals is in the district would result in more correspondence and expenditure of time in trying to learn where the subject had been evacuated from and subsequently released from and then securing the data then would be saved. Furthermore, you will recall that because of the Navy's interest in Japanese matters, we have agreed to advise local ONI of the arrival in a local territory of such individual. It is therefore incumbent upon us to have the notice and data sent to the office at the time the individual is released.

If you concur with the opinion of the Conference, no further action will be taken in this matter.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____

Respectfully,
For the Conference

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Glyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Acers ALL INFORMATION CONTAINED
Mr. Carson HEREIN IS UNCLASSIFIED
Mr. Harbo DATE 7/26/92 BY SP5C/bce
Mr. Hendon
Mr. Mumford
Mr. Starke Attachment
Mr. Quinn Tamm
Mr. Nease
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Re: [illegible]

November 11, 1943

THE DIRECTOR

The Agents in Charge at the New Orleans Conference suggested that the violations involving theft of Government Property and ~~Crimes on Government Reservations~~ be included among those types of cases which may be closed by memoranda when the essential elements of the violation do not exist or that they be closed administratively when the investigation being conducted does not justify further investigations or reports. It was pointed out that these types of cases are increasing in number and many are of a very petty nature and that this would permit the elimination of unnecessary reports going to the Bureau in these types of cases. This action is now permitted in several other types of cases handled by the Bureau.

Those in favor of the suggestion were: Messrs. Tolson, Egan, Harbo, Holloman, Lenson, Murphy, Kitchen, Gily, Brown, Entwistle, Lopez, Farnack, Egan, Abbot, and Gurnea.

Those opposed: None.

At the Executive Conference, it was pointed out that in these two types of cases frequent inquiries are received from interested governmental agencies at Washington and that the Bureau should be prepared to answer such inquiries.

Favoring this suggestion that when it appeared logical to a SAC that such cases be closed administratively that such action be taken were Messrs. Glavin, Harbo, and Clegg.

Opposing this suggestion were Messrs. Acers, Hendon, Coffey, Carson, and Tracy.

11-19-43 Addendum:

Mr. [illegible] is opposed to the suggestion and is opposed to any other program which will detract from the Bureau's files constituting a reservoir of information concerning all cases which have been investigated by the field.

Respectfully,
For Recommendation

INDEXED

Glynn Tolson
Chairman

66-2584-2220
FEDERAL BUREAU OF INVESTIGATION
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M. R. Glavin
Secretary

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NOV 26 1943
Mr. Tolson
Mr. Glavin

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November 24, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Tracy, Quinn Tamm, Coffey, Carson, Hendon, Acers, Ladd, Mumford, McGuire and Glavin was advised that the Chief Clerk's Office has completed arrangements with the Tire Rationing Branch, Office of Price Administration, of Washington, D. C. to secure tire rationing certificates for Bureau Agents who use their personally owned automobiles on official business.

For the Director's information, the Conference previously considered this matter and recommended that such certificates be secured. The Bureau, after careful study of all the facts in this particular case, feels the request for additional tires is justified. The Director approved the previous Conference recommendation.

The Conference, therefore, approves the preparation of an explanatory bulletin to the Field and appropriate form letters to be used in requesting such certificates.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc: Mr. Tolson

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WRG:uel

November 23, 1943

THE DIRECTOR

At the New Orleans Conference of Special Agents in Charge, it was suggested that communications to the Bureau which are now required whenever a SAC departs from his headquarters city but is still within his own territory be discontinued. It was pointed out that this would save telegraphic expense and would save filing and that the Bureau can always get in touch with the SAC through the field office which would be informed of his whereabouts. It was further pointed out that the Bureau never pays any attention to these telegrams at any rate for they call the field office and there learn of the absence of the SAC. This is due to the fact that the telegrams receive in most instances but limited distribution necessarily.

Those in favor of this suggestion were: Messrs. McKee, Banister, Holloman, Danner, Murphy, Kitchen, Wily, Brown, Untreiner, Lopez, Hammack, Moss, Abbaticchio, Ruggles, and Guerin.

Messrs. Hince, Hendon, Tracy, Acers and Clegg recommended that the present practice of Special Agents in Charge wiring their movements within their divisions to the Bureau be continued, so the Bureau can keep adequate check on the Special Agents in Charge while traveling in their own divisions.

Messrs. Tolson, Coffey, Nichols, Quinn Tamm and Glavin recommended favorably as to the suggestion, they pointing out that as a matter of fact when officials of the Bureau wish to communicate with the Special Agent in Charge of any Field Division, these officials do not check with the Movement Section of the Chief Clerk's Office to determine whether the Agent in Charge is in his headquarters city.

The minority feels that the forwarding of telegrams reporting such movements of Special Agents in Charge within their own division serves no useful purpose and could be very well discontinued.

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Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson
Chairman

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| | Secretary | |

WRG:val

November 20, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Glegg, Carson, Coffey, Hince, Mumford and Glavin recommended approval of the attached bulletin to all Special Agents in Charge concerning tests which were recently conducted at the National Bureau of Standards at the request of the Bureau in connection with synthetic and war tires.

The information in the attached bulletin, it is felt, will be of particular assistance to the Field in using synthetic and war tires. We have at the present time in the Field service one hundred war tires and tubes and 264 synthetic tires and tubes.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

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cc: Mr. Tolson

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November 22, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Clegg, Carson, Coffey, Hince, Mumford and Glavin considered communication received from SAC Pieper of the San Francisco Field Office that the Bureau give consideration to photographing old closed files and maintain the film in a vault so that a reference file can be had merely by running the particular film through a reading device. The Agent in Charge at San Francisco points out that space problem is becoming increasingly acute, much space being utilized at the present time for storage of closed files.

In this connection, the Conference was advised that under Public Law 115, 78th Congress provided for the disposal of certain records of the United States Government. It is necessary that the head of an agency may submit to the Archivist of the United States lists of records in the custody of the agencies that have been photographed or microphotographed and as a consequence do not appear to have sufficient value to warrant their further preservation by the Government.

It further appears that lists of any other records in the custody of the agency that do not appear to be needed in the transaction of its current business may be scheduled on a list presented to the Archivist of the United States. It, therefore, becomes the duty of the Archivist of the United States to submit the lists of schedules to Congress, and it is the duty of the Presiding Officer of the Senate to appoint two Senators who would meet with a Committee from the House to examine such lists and to make a recommendation as to their disposal. The agency, therefore, is notified of this recommendation and the records may be disposed of as prescribed by law.

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The Conference feels that at the present time it would be undesirable to begin any surveys toward the disposition of the files either at the Seat of Government or in the various divisional offices throughout the country. It is felt this project is one

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MEMORANDUM FOR THE DIRECTOR

- 2 -

that does not need immediate attention inasmuch as it would tie up a considerable force in making the necessary review, that it could well be held in obedience until after the present war emergency.

Should the Director approve, there is attached hereto a communication to Mr. Pieper at the San Francisco Office concerning this particular matter.

Respectfully submitted,

Glyde Tolson, Chairman

W. R. Glavin, Secretary

cc: Mr. Tolson

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October 27, 1943

LAH:PJJ

THE DIRECTOR

A Special Agent recently concluding the training course made the following suggestions:

(1) He suggested that those Special Agents who have families in Washington should be permitted to remain with their families if there is not room enough for the entire class at the FBI Annex Dormitory, and that those who do not have homes in Washington be given preference in housing at the FBI Annex. Previously the Training Division has assigned the available beds to members of the class on an alphabetical basis so as to avoid "bickering" among the employees as to who should stay at the Dormitory.

RECOMMENDATION: The Conference unanimously agreed that whenever there are too many Agents taking training at Washington to be housed in the Annex Dormitory, those Special Agents who have homes in Washington should be given an opportunity to stay at home and that if there are a large number of such employees they should be permitted to live at home by being chosen on an alphabetical basis. This would mean that regardless of which class the Agent was assigned at Washington, he would be permitted to stay at home at Washington if he had a home in Washington and providing there was no space for him at the Annex. As long as there is space at the Annex, however, it will be kept filled and selections made on an alphabetical basis in order to avoid "quibbling". The Conference was guided in this decision by the housing disadvantages in Washington and the desirability of making the FBI Annex Dormitory available in an effective way.

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FEDERAL BUREAU OF INVESTIGATION
NOV 1943

(2) It was suggested that more emphasis should be placed on practical report writing before the Agents go to the Washington Field Office. The trainee reported that he had six classes on report writing before going to the Washington Field Office; these were in addition to a detailed discussion of report writing had in the study of Rules and Regulations. Three of these periods were devoted to interviews and report writing in connection with a fictitious NMVTA Case, an Impersonation Case and a Criminal Case. The employee suggested that trainees have a little more actual experience with report writing.

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cc-Mr. Tolson
cc-Mr. Glavin

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CONFERENCE CONSIDERATION: The Conference recognized that trainees do not have a great deal of practical experience in report writing prior to going to the Washington Field Office because experience can be gained principally through investigations and the writing of reports. The Training Division reported that a special effort has been made during the past year to give as much practical report training as is effective. The time has been increased gradually until now the Training Division believes a maximum of effective training is being given. Many Special Agents have made the comment that they have been required in training school to rough-draft reports until they felt that they could not effectively absorb more training in this way without conducting an investigation.

RECOMMENDATION: The Conference was of the opinion that six periods of report writing in addition to lectures are adequate as a preparation for the training in the Washington Field Office where the Agents then get two weeks of training.

(3) Employee suggested that he did not have practical experience in dictating during the training course. The Training Division reports that a four-hour period was devoted to lectures and practical work in dictation training on Sunday, August 2, 1943, in connection with the class of the employee making the suggestion. Since Sunday, August 22, 1943, this period has been increased to six hours and a detailed program for dictation training has been submitted to the Director recently for approval. This has been approved and is now in effect. Accordingly, at present Agents receive six hours of training in dictation.

RECOMMENDATION: The Conference believed that six hours of training in dictation matters was adequate.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Jones
Mr. Mumford
Mr. Quinn
Mr. Nease
Miss Gandy

November 1, 1943

NHG:mgc

THE DIRECTOR

A suggestion arose at the SACs Conference at New Orleans and also at the SACs Conference at San Francisco that Agents be permitted to record overtime for any study of Bureau manuals and bulletins in field offices or at resident agencies when they actually spend overtime after office hours engaged in such duties. It was pointed out that to permit the recording of such overtime would more accurately reflect the overtime performed by Bureau employees in the report made to Congress, that there was as much reason for counting this type of overtime as there was for recording overtime when in conference or when in In-Service School, because the Agents are required to know the contents of the manuals and bulletins and the bulletins are so frequent as to require study and that such overtime should be recorded. On the other hand, it was pointed out that at present when the SAC calls a conference for manual study overtime is counted and that otherwise such study could not be properly supervised and the records would be out of control.

1. The Vote: Messrs. Stein, Logan, Thornton, Nicholson, Suran, and Bryce felt that overtime should be counted by Agents studying manuals or bulletins either in the field offices or at resident agencies. Those opposed were Messrs. Nathan, Hood, Duffy, Fletcher, Kramer, Newman and Pieper.

2. At the San Francisco Conference those in favor of permitting overtime to be charged in supervised manual study periods with the supervisor present in the field office were Messrs. Stein, Nicholson, Kramer, Nathan, Pieper, Thornton, Hood, Suran and Bryce. Opposed were Messrs. Duffy, Logan, Fletcher and Newman.

3. At the New Orleans Conference the suggestion was that Agents count overtime which they spend in the office after office hours in the review of Bureau manuals and bulletins. The fifteen agents in charge at New Orleans were unanimously in favor of this suggestion.

Messrs. Coffey, Nichols, Hendon, Quinn Tamm and Clegg were in favor of permitting Agents to record and report overtime for any study of Bureau manuals or bulletins either in the field office or at resident agencies.

Opposed were Messrs. Hince, Acers and Tracy. Messrs. Hince and Tracy would vote with the majority only if the study of manuals and bulletins were in a supervised class called for that special purpose although Mr. Acers was opposed even to this record of overtime being made.

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November 1, 1943

Those present at the Executives' Conference were Messrs. Coffey, Hendon, Nichols, Quinn Tamm, Clegg, Hince, Acers and Tracy.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

cc: Mr. Tolson
cc: Mr. Glavin

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EAT:DS

November 16, 1943

THE DIRECTOR

The Executives' Conference considered the attached proposed bulletin concerning the issuance of warrants to Bureau employees by United States Commissioners, and was unanimously in favor of its submission to the field.

Those in attendance were Messrs. Quinn Tamm, Glavin, Carson, Ladd, Mumford and Edw. A. Tamm.

Respectfully submitted,

Clyde Tolson, Chairman

Attachment

W. R. Glavin, Secretary

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| FEDERAL BUREAU OF INVESTIGATION |
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November 24, 1943

THE DIRECTOR:

The recommendation was made at the Special Agents in Charge Conference held at New Orleans that no delinquency record be submitted concerning Selective Service cases on the monthly administrative report.

To do so, it was believed, would encourage the submission of unnecessary Selective Service reports to keep the office delinquency record low. It would save time in preparing the monthly administrative report. The case is actually not delinquent, although a report has not been submitted. It is recorded as delinquent if a report is not submitted within 45 days.

Those in opposition argued that the Bureau needs to be advised in some manner concerning delinquencies in order to aid in assigning personnel; that if these records are not shown, the true condition of the office would not be presented and Selective Service cases represent a large percentage of the cases in each office and without this figure the Bureau would be misinformed.

The vote at the Special Agent in Charge Conference was:

FOR: Ruggles, Brown

AGAINST: McKee, Banister, Holloman, Danner, Murphy, Kitchin, Wyly, Untreiner, Lopez, Hammack, Moss, Abbaticchio, Guerin

The Executives' Conference unanimously opposed the suggestion for the reasons stated. Those in attendance were Messrs. Ladd, Nichols, Hendon, Acers, Tracy, Q. Tamm, Coffey and Clegg.

Respectfully,
FOR THE CONFERENCE

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CC..Mr. Tolson
Mr. Clegg

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Secretary

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November 23, 1943

THE DIRECTOR

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The Executives' Conference, those present being Messrs. Tolson, E. A. Tamm, Coffey, Glavin, Ladd, Tracy, Acers, Hendon, Mumford, Q. Tamm, Carson, Hince, and Clegg, considered the suggestion of SAC Sloan that a sign be placed at the entrance to the FBI range area, that is on the curved portion of the road leading up to the Bureau's ranges, in order to designate these ranges as "FBI Ranges". It was also suggested in the Executives' Conference that a small, neat sign be placed at a suitable location adjacent to each of the three ranges of the Bureau at Quantico showing them to be the "FBI Rifle Range", "FBI Pistol Range", etc.

The Executives' Conference consideration of these suggestions is as follows:

1. Mr. Glavin and Mr. Hendon were opposed to any such signs being placed in the areas referred to identifying the range as an FBI range. They pointed out that any visitors would automatically know that it was an FBI range because it would be pointed out to them by those conducting the tour. They had some fear that Marine Corps officials would object to such a step. *They feel that such signs are excess and wholly unnecessary.*

2. Mr. Tracy and Mr. Acers felt that an appropriate sign, small and neat but clearly legible, should be placed on the firing shed on the rifle range identifying the ranges as "FBI Ranges".

3. Messrs. Tolson, Carson, Hince, Coffey, Q. Tamm, Mumford, and Clegg recommended as follows:

(a) That a small, neat sign be placed at the approach to the ranges indicating that the ranges are "FBI Ranges".

(b) That an appropriate small, neat sign, clearly legible, be placed in a suitable position adjacent to each of the three ranges identifying them as "FBI Rifle Range", etc., the type of range to be shown in each instance.

(c) Mr. Sloan has advised that Quantico officials will not object to this procedure, and there is the same reason for properly

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cc - Mr. Tolson
Mr. Clegg

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Memo. for the Director

identifying these ranges as there is for the bronze plaque to be on the building which is now marked "FBI Academy".

- (d) That the signs be obtained and constructed by the carpenters and painters on the Quantico reservation at the request of Mr. Sloan.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

lc
hbc;hd

November 24, 1943

THE DIRECTOR:

The Special Agents in Charge at the Regional Conference at San Francisco recommended that the Bureau be more lenient toward the field in allowing them to adopt forms for use which are apparently valuable in a particular office. It was believed that short cuts could be found, and they have been developed, but in order to keep uniformity throughout the field, the Bureau declines the approval of such forms.

It was argued that it would permit an office to adopt a form suitable to its own work and would increase the production of certain types of cases.

Those Agents in Charge in opposition felt there should be uniformity in Field Office forms; that if there is not, some Special Agents in Charge "will break out in a rash of wild forms".

The vote at the Special Agent in Charge Conference was:

FOR: Logan, Kramer, Thornton, Hood, Suran, Bryce, Pieper, Duffy

AGAINST: Nathan, Fletcher, Stein, Nicholson, Newman

The Executives' Conference felt that uniformity was desirable and that supervision by the Bureau of Field Office forms was important and necessary to protect the Bureau's interests. It was recommended that there be no change in the present procedure.

Those in attendance at the Executives' Conference were Messrs. Ladd, Nichols, Hendon, Acers, Tracy, Q. Tamm, Coffey and Clegg.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/26/84 BY SP-5 JPC/BJE

#323013

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

CC. Mr. Tolson
Mr. Clegg

RECORDED & INDEXED

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November 22, 1943

THE DIRECTOR:

The Executives' Conference considered the propositions presented by Mr. Harbo as follows:

1. May employees at the Seat of Government or in the Field retain copies of their ~~expense accounts~~ for extended periods.

The Executives' Conference unanimously recommended that they should be permitted to retain the copies of their expense accounts which they make and that these copies may be rightfully retained in the offices of the employees at the Seat of Government or in the Field. These copies of expense accounts are valuable to check against communications from the General Accounting Office, in the preparation of income tax returns, and are valuable for other reference purposes.

2. May Bureau Manuals be retained in desks at the Seat of Government when such desks are not locked?

It was the unanimous opinion of the Executives' Conference that it would be permissible for the manuals to be retained in the unlocked desks of the employees at the Seat of Government.

Those present at the Executives' Conference were Messrs. E. A. Tamm, Coffey, Ladd, Rosen, Tracy, Mumford, Hince, Hendon, Carson, Q. Tamm and Clegg.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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14 NOV 30 1943

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DATE 4/21/03 BY 60322

DATE 4/26/91 BY SP-1/b
#323013

Mr. Tolson.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Glavin.....
Mr. Ladd.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Tracy.....
Mr. E. G. Tamm.....
Mr. Clegg.....

and

315



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

November 17, 1943

9
RCH:DW

MEMORANDUM FOR MR. TOLSON ✓

Re: Executive Conference

The Executive Conference at the present time is composed of the following:

| | |
|---------------|---------------|
| C. A. Tolson | M. A. Acers |
| E. A. Tamm | C. H. Carson |
| H. H. Clegg | R. C. Hendon |
| E. P. Coffey | L. A. Hince |
| W. R. Glavin | J. K. Mumford |
| D. M. Ladd | Quinn Tamm |
| L. B. Nichols | |
| A. Rosen | |
| S. J. Tracy | |

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy ✓

H. H. Clegg

Respectfully,

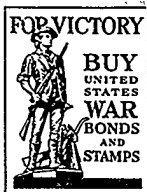
✓ *RCM*
Robert C. Hendon

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HEREIN IS UNCLASSIFIED

DATE 4/26/81 BY SP21/bcc
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WRG:rj

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

November 16, 1943

MEMORANDUM FOR MISS GANDY

Following are the members of the
Executive Conference:

✓ C. A. Tolson, Chairman ✓
✓ E. A. Tamm ✓
✓ D. M. Ladd ✓
✓ E. P. Coffey ✓
✓ A. Rosen ✓
✓ H. H. Clegg ✓
✓ W. R. Glavin ✓
✓ L. B. Nichols ✓
✓ S. J. Tracy ✓
✓ R. C. Hendon ✓
✓ E. Tamm ✓
✓ M. W. Acers ✓
✓ J. K. Mumford ✓
✓ C. H. Carson ✓

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

W. R. Glavin

Sincerely yours,

W. R. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 11/26/91 BY SP5 Cj/bce
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ENCLOSURE

66-2554-2232

EPC:EGK

November 27, 1943

THE DIRECTOR

Special Conference

In connection with the Bureau's present concern about some of the field offices utilizing telediphone recorders on the telephones of the SAC whereby they record many incoming and outgoing telephone calls, Mr. Coffey pointed out that many offices are now using a new type of microphone installation which, although primarily intended to provide coverage for room conversation, can, by reason of the fact that it is concealed in the telephone instrument, actually be used for hearing both sides of the telephone conversation. He further pointed out that in several of the offices these microphones intended for room conversation coverage are wired to a Presto recorder. He related Mr. L. A. Tamm's conjecture that even after the telediphones are removed from the field offices some SAC's could and might undertake to use the Presto recorders for recording the conversations over this special microphone.

The Conference, consisting of Messrs. Glavin, Tracy, Quinn Tamm, McGuire, Acers, Coffey, Mumford, and Hendon, unanimously recommend that an SAC letter be sent out prohibiting the field offices from utilizing this latter setup for recording telephone conversations.

Respectfully,
For the Conference

Mr. Tolson _____ ALL INFORMATION CONTAINED

Mr. E. A. Tamm _____ HEREIN IS UNCLASSIFIED

Mr. Clegg _____ DATE 7/24/97 BY SP5C/PLA

Mr. Coffey _____ #323013

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Harbo _____

Mr. Hendon _____

Mr. McGuire _____

Mr. Mumford _____

Mr. Piper _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

Clyde Tolson, Chairman

W. E. Glavin, Secretary

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SPS [Signature]

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November 17, 1943

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 12/26/91 BY SP5 Cj/bce

THE DIRECTOR

#323813

Executive Conference

At the New Orleans Conference of Special Agents in Charge it was recommended that an auxiliary file on sources of information be maintained in the resident agency office, in addition to the file which is now maintained in the headquarters city office. The present requirement is for the source of information file to be maintained in the headquarters city office, but not in the resident agency. It is the practice for resident Agents to prepare lists of more frequently used sources of information for retention in their brief bags or in the cabinets of the resident agency city.

The advantages of the suggestion are that this index system would primarily be of interest in the resident agency when the source of information is in that city, the number of men working in resident agencies has increased generally, and except in the resident agency city the sources of information for that city are of no particular value.

On the other hand it is pointed out that this was a system which would be inaugurated in a resident agency, that it would provide a duplication of records, and that the records are not guarded carefully in resident agency cities.

At the New Orleans Conference those in favor of the suggestion were Messrs. Holloman, Danner, Kitchin, Lopez, and Guerin. Those opposed were Messrs. McKee, Banister, Murphy, Wily, Brown, Untreiner, Hammack, Moss, Abbaticchio, and Ruggles.

Mr. Tolson At the Executives' Conference it was pointed out that it would be a bad trend to inaugurate field office systems in resident agency offices, but at the same time it was believed that it was advantageous primarily to maintain the cards on sources of information at a resident agency when the sources lived in or near the city involved. They would be of comparatively no benefit elsewhere. It was felt that in some resident agencies it might be profitable and in others they might not be necessary where the source of information cards are not so numerous.

Mr. Rosen Those favoring the suggestion were Messrs. Acers, Hendon, Nichols, and Clegg.
Mr. Tracy Those opposed were Messrs. Tracy, Quinn Tamm, Coffey, Hince, and Ladd.
Mr. Carson

Mr. Harbo Those present were Messrs. Ladd, Nichols, Hendon, Acers, Quinn Tamm, Tracy, Coffey, Hince, and Clegg.

Mr. McGuire

Mr. Mumford

Mr. Piper

Mr. Quinn Tamm

Mr. Nease

Miss Gandy cc - Mr. Tolson

RECORDED

INDEXED

Respectfully,
For the Conference

DEC 2 1943

Clyde Tolson
Chairman

W. R. Glavin
Secretary

REC:MS

November 17, 1943

THE DIRECTOR

Executive Conference

At the New Orleans Conference of Special Agents in Charge the suggestion was made that the Bureau authorize field offices to reestablish a system whereby trained clerical employees serve as proof readers of outgoing Bureau communications. It was pointed out that with a large number of inexperienced clerks, proof reading of reports takes a major portion of time in signing mail, that this proofreading for clerical errors is a clerical job rather than a supervisory job, that this would permit the better training of employees when their mistakes were called to their attention promptly, and that it removes the clerical burden from the supervisor and places it on the clerical employee.

On the other hand it was pointed out that this situation would create a duplication of effort inasmuch as the supervisor necessarily reads the report and with very little additional effort can catch clerical errors, that this would take up the time of one clerical employee who could be better used typing reports, that inconsequential errors would be returned for correction, and the clerical personnel is at too much a premium. For the suggestion were the following: Messrs. Danner, Abbaticchio, and Moss. Those opposed were Messrs. Brown, Untzeiner, Lopez, Hamack, Ruggles, Guerin, Wily, Kitchen, Murphy, McKee, Banister, and Holloman.

At the Executives' Conference Mr. Clegg was in favor of the suggestion. All others present were opposed. Those present were Messrs. Ladd, Nichols, Hendon, Joers, Quinn Tamm, Tracy, Coffey, Hince and Clegg.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/29/91 BY SP5 CIP/BLK
#323013

Respectfully,
For the Conference

Clyde Tolson
Chairman

RECORDED & INDEXED

W. R. Glavin 27 DEC 2 1943
Secretary

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November 30, 1943

RGH:DW

THE DIRECTOR

~~Co.~~ Part-Time Employees

In connection with the odd shifts in the Records Division, the Director raised the question as to just what the part-time employees did and whether they were worth while.

This matter was discussed at the Executive Conference and it was pointed out that while the production of these part-time employees on the average is not as great as that of regular employees for a corresponding period of working time, they are performing clerical duties and add to the Bureau's over-all production. A check was made by Mr. Quinn Tamm of the production of the part-time employees in the Identification Division which revealed that the 240 such employees in that division had a production of 65% compared to regular employees. However, Mr. Tamm pointed out that 35 or 40 of these employees were excellent and had production rates equal to regular employees. It was also pointed out to the Conference that a large number of employees who worked part time in the early part of the year are now regular employees and the same can be expected of those now engaged on the part-time duties. In other words, they will continue with the Bureau after they have completed their high school educations. Even though their production might be lower today, it is to the ultimate benefit of the Bureau to have them on duty since they will be fully trained and capable of increased production when they are engaged full time.

The Conference consisting of Messrs. Tolson, Mumford, Hince, Clegg, Acers, Hendon, Carson, Quinn Tamm and Tracy were unanimously of the opinion that the part-time employees now on duty with the Bureau should be continued but that we should cull out those whose work is not up to the approved standard. It was felt by the members of the Conference that this culling is presently being done by the different division heads concerned.

Tolson ALL INFORMATION CONTAINED

E. A. Tamm HEREIN IS UNCLASSIFIED

Clegg DATE 7/26/91 BY SP5 CJP/bce

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Glavin

Ladd

Nichols

Rosen

Tracy

Acers

Carson

Harbo

Hendon

Mumford

Starke

Quinn Tamm

Nease

Gandy

Respectfully,

For the Conference

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INDEXED

Clyde Tolson
Chairman

W. R. Glavin
Secretary

166-2554-2236
27 DEC 2 1943

cc - Mr. Clegg

9 NOV 2 1943

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November 17, 1943

THE DIRECTOR

At the Chicago Conference of Special Agents in Charge the suggestion was made that there be eliminated from the Manual of Instructions the various court decisions appearing therein. It was believed that this would make the Manual smaller, lighter, and would be conducive to Agents' reviewing the Manual. On the other hand, it was pointed out by those in opposition that all offices did not have a copy of the United States Code Annotated, they are not always available when desired, there would be no appreciable difference in the size of the Manual if this material were deleted, Agents would not be inclined to go out and look up pertinent decisions and would probably induce arguments with United States Attorneys. Those in favor were Messrs. McFarlin and Hanni. Those opposed were Messrs. Rhoder, Bugas, Hostetter, Kuhnle, O'Connor, Belmont, Cornelius, Norris, Drayton, Flood, Hallford, Dalton, Boardman, and Brantley.

At the Executives' Conference those opposed were unanimous. Those present were: Messrs. Ladd, Nichols, Hendon, Acers, Tracy, Quinn Tamm, Coffey, Hinde, and Clegg.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. E. Glavin
Secretary

#323813
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/26/91 BY SP5 C/b/c

cc - Mr. Tolson
Mr. Glavin

Tolson
E. A. Tamm
Clegg
Coffey
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November 17, 1943

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DATE 4/26/91 BY SP5 LJB/bee
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THE DIRECTOR

At the Chicago Conference of Special Agents in Charge it was pointed out that the Bureau presently requires that all fires, explosions, and similar incidents in war plants be reported to the Bureau by an immediate teletype. It was suggested that this requirement be relaxed so that only those fires or explosions of major importance would be reported or those fires in which the fire department or the arson squad had found some indication of sabotage.

Those favoring the suggestion pointed out that an office such as Detroit simply could not physically follow the Bureau's rules in that locality as they could not cover as many incidents of this type as were occurring, that there would be a saving of money on communications, that the Bureau is not interested in the large majority of fires and smaller explosions which occur, that apparently there was no more logic in reporting these data than there would be in reporting all stolen automobiles regardless of the interstate angle, and that military intelligence was already covering the fire which results in duplication of effort.

Those opposed to the suggestion pointed out that the Bureau is put in a peculiar position caused by inquiries made of the Bureau which the Bureau is charged with answering, that if the Bureau does not get the information military intelligence would move into the field, make contacts, and take over the Bureau's jurisdiction, and that the War Department has recently issued instructions to all its field offices to instruct the plants in their territories to report all explosions or fires to the nearest FBI office.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

For the suggestion were Messrs. Bugas, McFarlin, Rhodes, and Flood. Those opposed were Messrs. O'Connor, Hallford, Hostetter, Belmont, Cornelius, Hsani, Drayton, Kimmel, Morris, Boardman, Brantley, and Dalton.

It was the opinion of the Executives' Conference that in view of the fact that both the Army and Navy were vitally interested in getting this information and it was the Bureau's responsibility to furnish it, we could not afford not taking the action presently required.

Those present at the Executives' Conference were Messrs. Ladd, Nichols, Hendon, Rosen, Tamm, Tracy, Coffey, Hince, and Clegg.

Respectfully,
For the Conference

RECORDED

66-2554-2238
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1943
- Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Tolson
Mr. Glavin

ps
HHQ:MS

November 17, 1943

THE DIRECTOR

It was suggested at the Special Agent in Charge Conference at Chicago that whenever there is more than one automobile stored in a contract garage at a resident agency a record be maintained at the agency so that it would be possible to determine which Agent used the automobile on each occasion and to fix the responsibility.

Without such a record it is impossible to determine accurately the storage bill and impossible to fix responsibilities for Agents involved in traffic accidents.

Those opposed to the suggestion pointed out that this would be another record that the Special Agent in Charge due to remoteness could not control or supervise, and that inasmuch as the resident Agent spends most of his time at the resident agency the record is unnecessary. They were also opposed to establishing an additional record unless it had a great deal of value, which it was not believed such a record had. In favor of the suggestion was Mr. Kuhlert. Those opposed were Messrs. Hagan, O'Connor, Hallford, Belmont, McFarlin, Cornelius, Drayton, Norris, Brantley, Rhodes, Flood, Dalton, Hanni, Boardman, and Hostetter.

At the Executives' Conference all members were unanimously opposed to the suggestion. Those present were Messrs. Ladd, Nichols, Hendon, Acers, Quinn Tamm, Tracy, Coffey, Hince, and Clegg.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/26/91 BY SP-5 G. B. C.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Tolson
E. A. Tamm
Clegg
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Starke
Quinn Tamm
Nease
Gandy

cc—Mr. Tolson
Mr. Glavin

me 13 DEC 2 1943

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66-2554-2239

DEC 2 1943

SMH:vv

October 12, 1943

Memo to Director from Tamm 9/28/43

THE DIRECTOR

BACKGROUND:

Reference is made to the attached memorandum from Mr. Tamm approved by you, suggesting that SIS Agents be recalled for retraining each eighteen months.

DETAILS:

The Executive Conference, Messrs. Tamm, Ladd, Rosen, Hince, Tracy, Hendon, Mumford, and Carson being present, considered the advisability of informing all Legal Attaches that the Bureau is instituting a program for recalling SIS Agents for attendance at an In-Service School each eighteen months.

It was pointed out to the Conference that this information would help the morale of all employees on SIS assignment, were it brought to their attention.

RECOMMENDATIONS:

The Conference was unanimously of the opinion that all Legal Attaches should be advised of the present retraining program for SIS Agents in order that they in turn may advise all personnel assigned to their respective countries. A suggested memorandum for all FBI Legal Attaches is attached.

- Mr. Tolson _____
- Mr. E.A. Tamm _____
- Mr. Clegg _____
- Mr. Coffey _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Carson _____
- Mr. Harbo _____
- Mr. Hendon _____
- Mr. McGuire _____
- Mr. Mumford _____
- Mr. Piper _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Miss Gandy _____

Respectfully,
For the Conference,

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Clyde Tolson
Chairman

W. R. Glavin,
Secretary

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| FEDERAL BUREAU OF INVESTIGATION | DEC 3 1943 |
| U. S. DEPT. OF JUSTICE | INITIALS |

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DATE 4/26/91 BY 323013

Attachment

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RETURN DIRECTLY TO SIS DIVISION

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November 23, 1943

THE DIRECTOR

The Executives' Conference, those present being Messrs. Tolson, E. A. Tamm, Coffey, Ladd, Tracy, Glavin, Q. Tamm, Acers, Mumford, Carson, Hince, and Clegg, considered the suggestion of Special Agent H. H. McCabe that the Specialized War Course or the In-Service Class for Clerical Employees, which operates for a period of three days now, Wednesday through Friday, of each week to be held with two sessions meeting each week, the first session to be on Monday, Tuesday, and Wednesday, and the second to be on Thursday, Friday, and Saturday. Under the present procedure of one class per week, it would require sixty weeks for all employees to take the class. Since these classes are popular and well-conducted and in view of the fact that they are believed helpful in reducing resignations, it would be more advantageous for the schools to be completed more promptly.

It is, therefore, recommended unanimously that two classes of the Specialized War Course for clerical employees be held each week, beginning January 3, 1944.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/26/91 BY SP5CJ/bce

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Respectfully,
For the Conference

Clyde Tolson
Chairman

H. R. Glavin &
Secretary

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HA/PA

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
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Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

cc - Mr. Tolson
Mr. Clegg

27 DEC 3 1943

JOHN EDGAR HOOVER
Director

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.
November 24, 1943

JKM:BK

MEMORANDUM FOR THE DIRECTOR

main
The Executive Conference attended by Messrs. Tolson, Glavin, Tracy, Quinn Tamm, Acers, Coffey, Hendon, Hince and Mumford, considered a suggestion by SA Robert W. Hollman submitted by SAC Hood of the Los Angeles Field Office, ostensibly to simplify and save expenses in handling of "No Card" Selective Service cases with auxiliary offices. It was suggested that since only approximately 20% of these "No Card" cases are found to be delinquent, it would be a material savings of teletype expense and reply if the rule were made that no reply need be sent by the auxiliary office unless the subject is delinquent, and that if no reply has been received by the office where the subject is in custody after 24 hours, the subject will be released. The only arguments offered for the suggestion were that it would effect a saving of approximately 80% of the teletype replies, and since the auxiliary office would know the subject would be released at the end of 24 hours, it might tend to cause auxiliary offices to speed up the verification.

The Conference was unanimously opposed to the adoption of any such suggestion since such a system would result in police departments having to hold all such persons a minimum of 24 hours; under the present system these cases can be checked in a matter of a few hours and the subject is usually released without having to be held over night; although the suggested system might result in some savings of teletype expenses to the Bureau, it would add a tremendous burden to the police departments and jailers in holding subjects and would undoubtedly result in the release of delinquent subjects because of administrative or communication failures.

If you concur, there is attached for your signature a letter of acknowledgment to Los Angeles.

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HEREIN IS UNCLASSIFIED
DATE 4/26/91 BY SP5 TAP/bce

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Respectfully,
For the Conference

Clyde Tolson
Chairman

Attachment

W. R. Glavin
Secretary

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November 17, 1943

THE DIRECTOR
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The suggestion was made at the Special Agent Charge Conference in Chicago that an attempt be made to get ONI and MID to adopt a uniform system of framing titles in sabotage cases so that in the exchange of correspondence between the FBI, ONI, and MID the same case would in all instances be referred to and the titles would correspond.

It was pointed out that although this would save indexing and routing in field offices, it would be practically impossible to get ONI and G-2 to conform and would require a conference on each case in order to obtain the similarity of titles, which we believed to be impractical. Those in favor were Messrs. Bugas, Hostetter, and Belmont. Those opposed were Messrs. O'Connor, Hallford, Cornelius, Boardman, Hanni, Drayton, Norris, Flood, Brantley, Kuhnel, McFarlin, Dalton, and Rhodes.

The Executives' Conference unanimously recommended unfavorably. Those present were Messrs. Ladd, Nichols, Hendon, Acers, Quinn Tamm, Tracy, Coffey, Hince, and Clegg.

Respectfully,
For the Conference

Glyde Tolson
Chairman

RECORDED
W. R. Glavin
Secretary

cc - Mr. Tolson
Mr. Glavin

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

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FEDERAL BUREAU OF INVESTIGATION
DEC 7 1943
U. S. DEPARTMENT OF JUSTICE

INTERNAL SECURITY - C

30 DEC 31

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SUGGESTION:

To facilitate the clerical operations in receiving sabotage reports from ONI, MID and other agencies, it is recommended that some uniform system be adopted by which ONI, MID and such other agencies would frame their titles in sabotage cases to correspond with Bureau titles.

ADVANTAGES:

1. It will save a lot of time in indexing and filing and report routing in the field offices.

DISADVANTAGES:

1. It would be very difficult to get ONI and G-2 to conform, and it would be necessary to hold a conference on each occasion in order to arrive at the proper title.

VOTE:

For - Mr. Bugas, Mr. Hostetter and Mr. Belmont.

Opposed - Mr. O'Connor, Mr. Hallford, Mr. Cornelius, Mr. Boardman, Mr. Henni, Mr. Drayton, Mr. Norris, Mr. Flood, Mr. Brantley, Mr. Kunnell, Mr. McFarlin and Mr. Dalton, and Mr. Rhodes.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/26/91 BY SP/BCA
#3230 13

66-2554-2247

EPC:EGK

December 7, 1943

THE DIRECTOR

0
The Executive Conference on December 6, 1943, considered a new Laboratory report form originally proposed by Mr. Tamm in the Laboratory and endorsed by Mr. Coffey. At the present time two separate types of forms are used for Laboratory reports, one being that used for field offices only and the other, that for outside police contributors. On neither form does the Director's facsimile signature appear.

Mr. Coffey advised that the proposed form is a combination of several suggestions from examiners in the Laboratory after all had given careful study to the problem. He pointed out that the single proposed form can be used both for field offices and for outside police agencies. The most important change in the form is the arrangement at the top for a short typed letter to the contributor which acknowledges the receipt of the letter and necessary incoming material and will permit the statement that the report of the Laboratory follows. This is signed with the facsimile signature of the Director. Immediately thereunder begin the various reference items and then the main body of the Laboratory report.

Mr. Coffey further stated that he has discussed the question of whether this proposed report is permissible under the new paper regulations and has been advised by the Chief Clerk that it is permissible. A sample copy of the proposed form is attached for your consideration.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

The Conference, consisting of Messrs. E. A. Tamm, Coffey, Clegg, Glavin, Tracy, Acers, Lamford, McGuire, and Hendon, unanimously recommend the proposed form.

Respectfully,

For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED

INDEXED

66-2554-2245
F B I
23 DEC 9 1943

37 DEC 9 1943

WFO:RAI

December 7, 1943

THE DIRECTOR

Mr. Coffey presented the proposal originating with Mr. Appel that a central depository be set up in the FBI Laboratory consisting of samples of passports, identity cards, and various traveling papers of different nations of the world. The purpose of the collection would be to have them available for comparison with papers, the authenticity of which were suspected, and the file could further serve of possible usefulness in having these papers available for use or copying in the event papers of this sort were needed by employees when sent on special missions. There is already a small informal collection of this material in the Laboratory which has come into the Bureau from time to time and has been centralized there. The sources of additional material for building up the file on a larger scale would be to seek it from United States Consular, from U. S. Immigration and U. S. Customs and from the State Department, and in addition ask our foreign representatives to be alert to collect and send it in when they have an opportunity. Mr. Coffey advised that it was not planned to make it an extensive work project that would seek to cover and follow up on every nation of the world but rather to pick up as many of these papers as conveniently possible and maintain them in a central place.

The second part of the proposal contemplated notifying OGC, G-2, and ONI that such a central collection of these identity papers was being maintained in the FBI in the event they desired to make use of such.

Mr. Tolson _____
Mr. E. A. Tamm _____ The Conference, consisting of Messrs. E. A. Tamm, Glavin, Coffey, Tracy, Mr. Clegg, Egan, Ladd, and Mumford, were unanimously of the opinion that the collection should be set up and the material sought on a reasonable scale to be centralized by the FBI in its work.

Mr. Ladd _____
Mr. Nichols _____ The Conference was unanimously of the opinion that other United States investigative agencies should not be told that these papers are available to them because of the particular and delicate nature of these identity papers.

Mr. Carson _____ ALL INFORMATION CONTAINED

Mr. Harbo _____ HEREIN IS UNCLASSIFIED

Mr. Hendon _____ DATE 5/8/91 BY SP5C/16C

Mr. McGuire _____ #323,813

Mr. Mumford _____

Mr. Piper _____ cc - Mr. Tolson
Mr. Quinn Tamm _____ Mr. Clegg

Mr. Nease _____

Miss Gandy _____

Respectfully,

For the Conference

INDEXED & RECORDED

33 DEC 9 1943

W. R. Glavin,

Secretary

377
37 DEC 9 1943

EFC:EMK

December 8, 1943

THE DIRECTOR

On December 7, 1943, Mr. Coffey presented a proposal originating with Mr. Appel to the effect that in certain of the Bureau's outstanding watch list ~~cases~~ photographic charts be prepared by the Laboratory. These charts would contain outstanding examples of peculiar characteristics of either handwriting, type-writing, or similar identification data. These charts would be furnished to Censorship in order that they would be of assistance to Censorship mail sorters in the expectation that they might be able to recognize documents emanating from enemy agents by reason of these writing characteristics.

The Conference was of the opinion that the proposal should be modified somewhat and restricted to identifiable characteristics of such a peculiar and outstanding nature that they could readily be recognized by a non-technical person and that such characteristics be clearly pointed out with arrows or other charting means. Furthermore, when such charts were sent to Censorship that office should be informed that they are being forwarded as possible additional assistance and because of the unusual peculiarities of the writing characteristic which would be readily recognized by an untrained person, and that it is forwarded in the hope that it might possibly result in picking up mail not specifically emanating from or directed to one of the watch list addressees and furthermore that the charts should not be used by Censorship to pass judgment upon or eliminate any of the mail requested by the FBI as being addressed to or emanating from the specific watch list addressees. With this modification Messrs. E. A. Tamm, Coffey, Tracy, Nease, Hendon, Ladd, and Mumford were of the opinion that the suggested procedure should be followed.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

I agree with Glavin

RECORDED
INDEXED
66-2554-2247
21 DEC 9 1943
Olydo Tolson, Chairman
W. R. Glavin, Secretary
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/8/91 BY SP5CJ/bcc
#323,013

27 DEC 1943

lch:mr

December 6, 1943

THE DIRECTOR

The Executives' Conference considered unfavorably the suggestion of Mr. H. A. Meyers, Physical Director, that special classes in jiu jitsu be held twice weekly for supervisors. The objections to the suggestion were:

1. Instruction would not have any specific objective inasmuch as supervisors who volunteered for the classes might not have other qualifications fundamental to the training of instructors.

2. There appears to be no reason to train the supervisors to become particularly proficient in jiu jitsu than to train Agents generally.

3. Jiu jitsu practice of the specialized type suggested is a fertile source of injuries.

Mr. Meyers set forth that several Bureau supervisors had requested the instruction; that some of the supervisors might be qualified enough to act as instructors at police schools.

Those present at the Executives' Conference were Messrs. E. A. Tamm, Ladd, Rosen, Acers, Hendon, Carson, McGuire, C. Tamm, Mumford, and Hince.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP-5 CIL/bce
#3230130

Clyde Tolson
Chairman
RECORDED

INDEXED

W. H. Glavin
Secretary

66-2554-2248
FEDERAL BUREAU OF INVESTIGATION
DEC 10 1943
U. S. DEPARTMENT OF JUSTICE

Tolson _____
E. A. Tamm _____
Clegg _____
 Coffey _____
 Glavin _____
 Ladd _____
 Nichols _____
 Rosen _____
 Tracy _____
 Acers _____
 Carson _____
 Harbo _____
 Hendon _____
 Mumford _____
 Starke _____
 Quinn Tamm _____
 Nease _____
 Gandy _____

cc - Mr. Tolson
Mr. Clegg

DEC 10 1943

ORIGINAL COPY FILED IN 66-174

JKM:EK

November 30, 1943

THE DIRECTOR

The Executive Conference attended by Messrs. Tolson, Ladd, Glavin, Tracy, Q. Tamm, Coffey, Hendon, Hince, Carson and Mumford, considered a suggestion brought back by Mr. Clegg from the SACs Conference that all letters to the Bureau be submitted with uniformity as to the number of copies. One of the SACs at the particular conference favored such a rule to establish uniformity particularly for new clerks, but the other fourteen opposed the suggestion on the assumption apparently that it would mean increasing the requirement up to five copies in every case. It will be recalled that under the present rules the requirement is that three copies (original and two carbons) of letters be transmitted to the Bureau except in connection with photographic and laboratory matters when two extra copies are made for transmittal as enclosures in the packages being sent to the Bureau. Also, in a number of instances, such as letters reporting quarterly conferences, efficiency reports, disposition sheets, probation flash letters, et cetera, only one copy, the original, is required. It has been noted that in a high percentage of cases, particularly dealing with national defense matters, field offices submit five copies of their letters apparently on the assumption that this should be done because that many copies of reports are required.

The members of the Executive Conference present were unanimously in favor of establishing a uniform requirement that letters to the Bureau be submitted in duplicate with only an original and one carbon copy. In the rare instances in which additional copies are necessary, they can be made at the Bureau much more easily and economically than requiring more than that number of copies from the field unnecessarily in all cases. It will, of course, still be necessary for the field to enclose a copy in a package being sent for laboratory or photographic handling, but this is a usual business procedure which is not a major exception to the rule.

If you concur, there is attached for your approval a bulletin advising the field in the matter.

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Acers _____
Carson _____
Harbo _____
Hendon _____
Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

ENCL

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP5 L/K

#323013

30 DEC 13 1943

Respectfully,
For the Conference
RECORDED

&
INDEXED

Glyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-2249

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|---------------------------------|
| FEDERAL BUREAU OF INVESTIGATION |
| DEC 10 1943 |
| U. S. DEPARTMENT OF JUSTICE |

ORIGINAL COPY FILED IN 66-2554-421

SUGGESTION:

That all letters to the Bureau have the same number of copies.

ADVANTAGES:

- 1) Uniformity.
- 2) It helps the new clerks.

DISADVANTAGES:

- 1) It would do away with the present satisfactory system of handling administrative matters by "Informative data letters".
- 2) It would represent a huge wastage of paper, inasmuch as many letters to the Bureau would not require the necessary original and four copies that would have to be destroyed.
- 3) All matters would have to have the original and four copies to comply with the request of the Bureau in some types of matters.
- 4) Considerable additional clerical effort would be required in preparing additional copies.

VOTE:

FOR:

UNTREINER

AGAINST:

MC KEE
BANISTER
HOLLOMAN
DANNER
MURPHY
KITCHIN
WYLY
BROWN
LOPEZ
HAMMACK
MOSS
ABBATICCHIO
RUGGLES
GUERIN

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DATE 9/8/91 BY SP5C/600

#323,013

ENCLOSURE

66-2554-2249

ORIGINAL COPY FILED IN 66-16662-42

HHG:MS

November 17, 1943

THE DIRECTOR

The New Orleans Conference of Special Agents in Charge recommended that a new statement be prepared and sent to the field for the Special Agents in Charge concerning the types of persons who are properly to be recorded in the contact file maintained by the Special Agent in Charge. If this letter of clarification could be prepared it would enable the proper maintenance of this file. It would suggest additional persons that could be developed. Further, it would result in uniformity in the maintenance of the file, and it would result in a greater coverage in the field.

The Special Agents in Charge at New Orleans unanimously recommended that such a communication be prepared, and the Executives' Conference felt that since this was requested it should be confined to a letter to Special Agents in Charge. Such a proposed letter is attached hereto for approval.

Those present at the Executives' Conference were Messrs. Ladd, Nichols, Hendon, Acers, Tracy, Coffey, Quinn Tamm, Hince, and Clegg.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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DATE 5/8/91 BY SP5 CA/16ca
#323,013

cc - Mr. Tolson
Mr. Glavin

RECORDED
&
INDEXED 149

66-2554-2250
FEDERAL BUREAU OF INVESTIGATION
DEC 10 1943
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL

61 DEC 12 1943
317

ORIGINAL COPY FILED IN 66-2554-2250

SUGGESTION:

It was suggested that there be a clarification and further elaboration of information concerning the type of persons that are properly developed for maintenance in the personal contact file of the SAC.

ADVANTAGES:

1. It will enable the proper maintenance of this file.
2. It will suggest to SACS additional persons that can be developed.
3. It will result in a uniformity in the maintenance of the file throughout the entire field.
4. It will result in a greater coverage in the field.

DISADVANTAGES:

None.

VOTE:

For - Unanimous.

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DATE 5/21/91 BY SP5C/6C

#323013

66-2554-2250

ENCLOSURE

ORIGINAL COPY FILED IN 66-2554-8306

EPG:IGZ

December 7, 1943

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

THE DIRECTOR

DATE: 5/8/91 BY: SP5C/bce
#323,013

The suggestions of Radio Operator Vernon L. Ripping of the Portland office were considered by the Conference on December 6.

With regard to his suggestion that the phrases "United States Attorney", "Collective Service Subject", and "Collective Service Subject" be added to the Bureau's code book system, it was recommended by Mr. Coffey that these three phrases be added to the plates that have been prepared for the new code book which will succeed the present code book "C" when needed. Mr. Coffey advised that "United States District Attorney" is in the present code book and that the Collective Service phrases can be readily made up by utilization of separate words. He further advised that arrangements are in effect whereby new terms as they come into frequent use are saved up in the Cryptographic Section and added to plans for future code books, and furthermore, when new code books are being constructed the supervisors at the Seat of Government are circularized for phrase suggestions.

With regard to the employee's suggestion that the Bureau publish a supplement to the present code book "C" which supplement would be made up of these newly added phrases together with any others, Mr. Coffey recommended against adding a supplement. He pointed out that a supplement is likely to become lost from the code book; it is usually pasted in the back or front of the code book and is therefore out of alphabetic sequence, both in the make-up and in the sections, and if the coding employee fails to refer to the supplement either not make use of the newly supplemented phrases or, having a strange code word, he may be unable to handle it and may even telegraph back for explanation. It was Mr. Coffey's recommendation that the present method of saving these improvements for subsequent new issues of code books be followed.

- Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____
- The Conference, consisting of Messrs. E. A. Tamm, Coffey, Clegg, Rosen, Tracy, Azare, Mumford, McGuire, and Hendon, was unanimously in favor of both of these suggestions as recommended. If you concur, a separate calendar has been prepared to the employees.
- cc - Mr. Tolson
Mr. Clegg

Respectfully,
For the Conference

Clyde Tolson, Chairman

52 DEC 11 1943

7/1

RECORDED
INDEXED

66-2554-2251
F B I

U. S. 331-5554-4938

hbc:mr

December 8, 1943

THE DIRECTOR

It is presently the practice in field offices that bulky exhibits be filed and maintained in strict numerical sequence, regardless of size and contour.

It was recommended that depending upon the shape and size of bulky exhibits, they be filed as nearly as possible in numerical sequence with due regard to utilizing all available space. In other words, Drawer A in the filing cabinet would be filled to capacity with bulky exhibits, Drawer B would have placed therein one small exhibit, and Drawer C would be completely filled by one single exhibit, thus leaving Drawer B partially unfilled, and if the strict numerical system is not followed, it would be possible to place other material in Drawer B. It was recognized that this would permit utilization of filing space to the best advantage. It will require the shifting of exhibits less frequently than heretofore.

The Executive Conference, those present being Messrs. E. A. Tamm, Tracy, C. Tamm, Acers, Hendon, Nichols, Hince, Mumford, Ladd, and Clegg, unanimously approved this recommendation which was also unanimously approved by the SACs who were assembled at New Orleans.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Clegg
Secretary

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HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP5C/60
#328,813/60

cc - Mr. Tolson
Mr. Clegg

Tolson
E. A. Tamm
Clegg
Corley
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

RECORDED
&
INDEXED

166-2534-2252
33 DEC 10 1943

52 DEC 11 1943

SUGGESTION:

That the Bureau permit the filing of bulky exhibits in the following manner:

That it discontinue the requirement that they be maintained at all times under strictly numerical order, regardless of their size and contour, but permit their being filed, insofar as practicable to the present system.

ADVANTAGES:

- 1) By placing them, this system would provide that the exhibits can be changed from drawer to drawer, in order to maintain strict numerical order,
- 2) It will insure that once an exhibit is placed in one drawer, and the green sheet placed in the appropriate file referring to that exhibit, as in, for example, drawer 10, it will not be necessary to change the green sheet frequently as the exhibits are moved about.
- 3) It will make it possible to locate those exhibits by looking in only one drawer.
- 4) It will permit you to place more exhibits in your available exhibit drawer, inasmuch as it will provide that they do not necessarily have to remain in strict numerical order.
- 5) Substantial compliance with the new regulations inasmuch as some exhibits are much too bulky to be filed in accordance with the present rule.

DISADVANTAGES:

None

VOTE:

FOR:

MC KEE
BANISTER
HOLLOMAN
DANNER
MURPHY
KITCHIN
WYLY
BROWN
UNTREINER
LOPEZ
HAINMACK
MOSS
ABBATICCHIO
RUGGLES
GUERIN.

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DATE 5/14/81 BY 25013

1323013

AGAINST: None

66-2554-2252

November 29, 1943

RGH:DW

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

THE DIRECTOR

DATE 5/8/91 BY SP5C/16
1323013
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The Executive Conference considered the work being performed in connection with SIS mail in the Records Section. In this regard it is pointed out that SIS reports and other types of SIS investigative mail are being handled by the Records Section in the same manner as all other Bureau investigative mail. With recent approval, all SIS personnel files are being combined into the regular Bureau personnel files.

However, when the SIS Section was instituted in 1940, there were also set up separate administrative files on each employee, which practice has been continued. Consequently there is a separate administrative file maintained in the Records Section on each employee assigned to SIS work in addition to his regular Bureau administrative file. These files contain principally serials relative to travel, expense accounts and various expenditures made. Since the same rules of filing procedure were not followed in designating material for the SIS administrative files as are followed in connection with the Bureau's regular administrative files, some of the material should actually be in the personnel files of the employees. There is no reason at this time why the SIS administrative files cannot be discontinued and the material appropriately incorporated into the regular administrative and personnel file on each employee.

RECOMMENDATION - The Conference consisting of Messrs. Tolson, Mumford, Hines, Clegg, Acers, Hendon, Carson, Tamm, Tracy and Glavin unanimously recommends that the administrative file on SIS employees be combined with the regular administrative file and the separate files discontinued.

RECORDED

66-2554-2253

There are also maintained in the SIS Section under confidential cover and in locked cabinets a large number of so-called administrative files which deal with the Bureau's contacts with cover companies such as the Standard Oil Company, Montgomery Ward and Company and the Rockefeller Foundation. Some of these files also deal with SIS funds, SIS contacts, training of SIS employees, general informants and similar subjects.

RECOMMENDATION - The Conference unanimously recommended that these files be handled as at present by and in the SIS Section. There is no advantage to having them transferred to the Records

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

DEC 17 1943

1300K

Section of the Bureau since it would save neither work nor effort. Some of the material dealing with our contacts with cover companies should be kept as confidential as possible and is of no general Bureau interest.

The Director has inquired as to why it is necessary to have a separate SIS Unit in the Records Section and Mr. Fatterson, Chief of the Records Section, has recommended the discontinuance of this separate unit. To do so, however, would require the discontinuance of the card briefing work. Since the inception of SIS in 1940, special 5 x 8 brief cards have been prepared on all incoming material. There are at the present a total of 630,000 of these brief cards on file. Until approximately a year ago clerks assigned to the SIS Section read over each piece of SIS investigative mail and set out on the cards a brief or synopsis of the information concerning each individual mentioned, each organization and to a great extent each subject matter mentioned. About a year ago a procedure was set up whereby this work was transferred to the Records Section and clerks assigned to the Records Section are charged with briefing such material as Supervisors in the SIS Section underline. There are presently fifteen clerical employees assigned full time to typing up and filing these brief cards.

When the SIS Unit was begun it will be recalled there were no separate case files opened on individuals with the result that it was very difficult and slow to locate all of the material dealing with any one particular person and the brief cards at that time seemed very necessary and vital. Approximately six months ago, however, separate individual case files on individuals and organizations were begun and opened on SIS work and reports and information are handled today just as the regular Bureau reports. The rest of the Bureau outside of SIS operates without brief cards and when a Supervisor calls for material it is necessary for him to review the files which are furnished after a search of the regular indices.

Arguments in favor of making brief cards are as follows:

1. The cards enable the SIS Division to expeditiously handle telephonic inquiries from other Governmental agencies.
2. The brief cards are of assistance in efficiently preparing the monographs, memoranda and reports which are disseminated to outside agencies.
3. The cards assure the immediate availability of such information as drop boxes, submarine refueling bases, etc.
4. The cards enable the SIS Division to secure information relative to subject matter as well as to individuals.
5. The cards help the Security Division to secure information on individuals faster in connection with the Foreign Travel Control Project.

RECOMMENDATION - The majority of the Conference consisting of Messrs. Tolson, Mumford, Hince, Carson, Acers, Clegg, Quinn Tamm, Tracy and Glavin recommended that the present procedure not be changed. It was indicated that these cards are of great assistance to the SIS Section in permitting them to locate all material faster and that while fifteen clerical employees are necessary to maintain them there is a saving of time on the part of Supervisors who do not have to review a lot of files to locate desired material and time is also saved on the part of file clerks in locating files. It was indicated that while it might be advisable at a later date to discontinue the brief cards this is not the time to do it in view of the other changes being made in SIS.

Mr. Hendon is of the opinion that we should immediately discontinue the preparation of any further brief cards. He is of the opinion that the material desired by SIS Supervisors can be obtained from the files in exactly the same manner as all other Supervisors of the Bureau must obtain material through a review of the serials located by the Records Section as a result of a check of our regular indices. In this regard the Records Section has indicated that any special indexing necessary for SIS Supervisors under subject matter could be done. This would require much less time since it would only be necessary to note a name or subject matter and a serial number on the card rather than typing a complete synopsis. Mr. Hendon recommends that the cards already made be utilized but that no further cards be made and that reliance be solely on index cards from henceforth. This would permit the complete elimination of a separate SIS Unit in the Records Section and would immediately permit the reassignment of the fifteen clerical employees whose full time is utilized in the preparation of these cards.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

I agree with Hendon.
Make certain these 15
employees are assigned
to duties don't get lost
in the shuffle some-
where else - by accident
of course!
cc - Mr. Clegg

WRC:AB

October 22, 1943

THE DIRECTOR

It was pointed out at the Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Humphord, Rineo, Tracy, Rosen, Carson, Nichols, and Glavin, that our radio technicians have received their training on the small 150 watt transmitter, that not all technicians have been trained in the high powered transmitters, that from a safety standpoint we probably had only three technicians who were sufficiently trained to be left by themselves without another technician handling the high voltage that goes with the high powered transmitters. The Conference unanimously recommended on the report of the sub-committee that a radio engineer be assigned to the stations at Valparaiso, San Diego, and Miami as quickly as possible to inspect the technicians from the safety standpoint and to give them such training as is necessary. In some instances this will require one day and in others as much as two weeks for a shift. The Conference was unanimous in recommending the adoption of such a procedure as quickly as practical.

Respectfully,
For the Conference,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

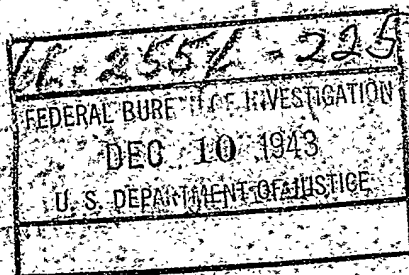
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HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP5C/16ce
#3230/3

CC: Mr. Tolson

RECORDED & INDEXED

143



ORIGINAL COPY FILED IN 66-2556-3411

December 1, 1943

ps RCH:DV

THE DIRECTOR

At the New Orleans Conference of Special Agents in Charge, the suggestion was made that in cases involving circularization of motor vehicle agencies and the placing of stop notices by field offices on motor vehicles, when it was desired to locate an automobile or a fugitive, that the auxiliary office not be required to submit a report to the office of origin or even a letter when the only information is negative. The Agents in Charge pointed out that it would save dictating and typing by 53 field offices whenever there is a nationwide circularization; it would save time on the part of the office of origin in filing all of these letters and reports which are of no value; it will eliminate much paper work and useless correspondence. The Agents in Charge at New Orleans were unanimously in favor of the suggestion.

The Executive Conference consisting of Messrs. Tolson, Ladd, Mumford, Coffey, Hince, Hendon, McGuire, Carson, Quinn Tamm and Tracy were not in favor of adopting the suggestion because it was felt that the office of origin should have some means to check to determine whether the auxiliary offices had performed the circularization requested and that unless some kind of a report was made this could not be done.

It was suggested instead that instructions be issued to the field that reports in such instances are unnecessary and that the requesting office should be advised merely by a carbon copy of the letter to the motor vehicle bureau. An appropriate bulletin to this effect is attached.

Respectfully,
For the Conference

RECORDED

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/9/91 BY SP5CJ/KC

CC - Mr. Clegg

DEC 1 4 1943

66-2554-2255

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|---------------------------------|
| FEDERAL BUREAU OF INVESTIGATION |
| DEC 16 1943 |
| U. S. DEPARTMENT OF JUSTICE |

SUGGESTION:

In cases involving circularization of motor vehicles where stop notices are being placed by auxiliary offices, it was suggested that the auxiliary offices not be required to advise the office of origin by letter or report when the information is negative.

ADVANTAGES:

1. It will save dictation and typing by 55 field offices of information which is of no value.
2. It will save time on the part of the office of origin in filing 55 letters which are of no value.
3. It will eliminate a lot of paper work.

VOTE:

For - Unanimous.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/8/91 BY SP5C/652
#323,013

ENCLOSURE

66-2554-2255

ORIGINAL COPY FILED IN 66-11113-43

WRG:1rd

December 10, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Rosen, Quinn Tamm, Carson, Hendon, Coffey, McGuire, Hince and Glavin considered a suggestion submitted by SAG Hallford of the Springfield Office that the Springfield Office be closed from 12:01 A.M. until 8:00 A.M. each morning.

Mr. Hallford pointed out that a survey made of telephone calls received in the Springfield Office for a period of one week reflected that no telephone calls were received from Midnight until 8:00 A.M. during that period of time and that no telegrams or teletypes were received from the Bureau or other field offices requiring urgent attention.

The Conference, therefore, recommends approval of Mr. Hallford's recommendation that the Springfield Office be closed from Midnight until 8:00 A.M. Should the Director approve, the Springfield Office will be immediately advised.

Respectfully submitted,
FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP5CJ/bce
#323,613

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
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Rosen _____
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Quinn Tamm _____
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166-3554-2256

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PAL:MOA

December 1, 1943

MR. NICHOLS

Re: Unlisted Telephone Lines
Bureau Field Offices

Reference is made to the attached letter dated November 24, 1943, which sets out a suggestion made by Special Agent James L. Kirkland of that office to the effect that telephone operators answer unlisted telephone numbers in the field offices by saying, "Hello".

These telephone numbers are reserved for the use of confidential informants and obviously the informant must have some means of knowing that he is connected to the proper telephone. It is not believed that answering the telephone with the word, "Hello" would serve for such identification and that this would serve to overcome any advantages which might be gained in precluding the possibility that the telephone lines might be tapped.

RECOMMENDATION: It is recommended that the present practice of answering unlisted telephones by giving the exchange number be continued. There is attached hereto a suggested letter to Special Agent Kirkland in answer to his suggestion.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/8/91 BY SP5C/LCE
#323,013

Respectfully,

P. A. Larmoyeux

RECORDED

INDEXED

Attachment

ADDENDUM, 12/4/43, JJM:FML:

The Executive Conference on 12/4/43 consisting of Messrs. Glavin, Hince, Carson, Ladd, Acers, Hendon, McGuire, Rosen, Mumford, Quinn Tamm and E. A. Tamm, unanimously recommended the present practice of answering unlisted telephones by giving the exchange number, be continued.

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ORIGINAL COPY FILED IN 100-1005

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| 66-2551-2257 |
| FEDERAL BUREAU OF INVESTIGATION |
| DEC 10 1943 |
| U. S. DEPARTMENT OF JUSTICE |

New York, New York

JLK:ERS

November 24, 1943

~~PERSONAL & CONFIDENTIAL~~

Director, FBI

Re: PRIVATE LINES TO FIELD OFFICE SWITCHBOARDS

Dear Sir:

In the Manual of Rules and Regulations there is set forth the following instructions concerning unlisted lines maintained by Field Offices (Section 13 K (4)), "..... this unlisted number should always be answered by stating the exchange and the number of the telephone over which the call is received."

Special Agent James L. Kirkland of this office has made the suggestion that it might be well to change this practice to an instruction that the telephone operators merely answer calls to this number by saying "Hello". He has pointed out that in tapping a telephone, a procedure frequently used in identifying the subject's line is to request the subscriber to identify the number by a comment such as, "Telephone man testing, what number is this?". Obviously the Bureau's present procedure identifies the line without the query even being made. Should the query be received it might be well to have the Bureau's operator refuse the information and refer the caller to the Chief Operator of the telephone company who could give the information if the caller were a bona-fide telephone man.

This suggestion is being submitted for your consideration in the interest of protecting the confidential communications of the Bureau.

Very truly yours,

DECLASSIFIED BY *SP5CJ/bce*

ON

5/8/97
#323013

E. E. CONROY
SAC

ENCLOSURE

RECORDED

66-2554-2257
FEDERAL BUREAU OF INVESTIGATION
DEC 10 1943
U. S. DEPARTMENT OF JUSTICE

ORIGINAL COPY FILED IN

hnc:jmw

November 23, 1943

THE DIRECTOR

The Executives' Conference, those present being Messrs. Tolson, E. A. Tamm, Coffey, Glavin, Ladd, Tracy, Acers, Hendon, Mumford, Quinn Tamm, Carson, Hince, and Clegg, considered the question as to whether duplicate property records of field office personnel may be printed either on colored paper or that there be a general requirement that this property record be the top serial in a personnel file.

The Conference was opposed to adopting any additional colored paper forms and since previously the inventory of property assigned to each employee was the top serial in the administrative file, which file is now destroyed after the end of a year, it was believed that the best way to handle this matter would be to place the inventory of property record at the top of each personnel file. It would be unserialized and any new material would be filed under this property record.

If this is approved, there is attached hereto a bulletin advising the field as to the proper way of handling this matter.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP5 C/L/BSA
#323,013

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Nease _____
Gandy _____

cc - Mr. Tolson
Mr. Clegg

RECORDED & INDEXED

144

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| 66-2554-2258 |
| FEDERAL BUREAU OF INVESTIGATION |
| DEC 13 1943 |
| U.S. DEPARTMENT OF JUSTICE |

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hbc:jmr

November 23, 1943

THE DIRECTOR

The Executives' Conference, those present being Messrs. Tolson, E. A. Tamm, Coffey, Ladd, Tracy, Glavin, Quinn Tamm, Acers, Mumford, Carson, Hince, and Clegg, considered the suggestion made by Special Agent D. H. Walther while he was attending In-Service Class that slides of five outstanding Bureau fugitives be shown as a requirement at each Quarterly Conference of Special Agents.

The Executives' Conference unanimously opposed this suggestion, believing that it should be done if and when the Special Agent in Charge found a reason for it, but that it should not be considered mandatory. It would require the preparation of slides and the obtaining of projection equipment in each instance.

With respect to the showing of slides of outstanding Bureau fugitives at FBI Law Enforcement Conferences, it was the unanimous opinion of the Conference that this should be a suggestion as to action which Special Agents in Charge might take, but it should not be an automatic requirement.

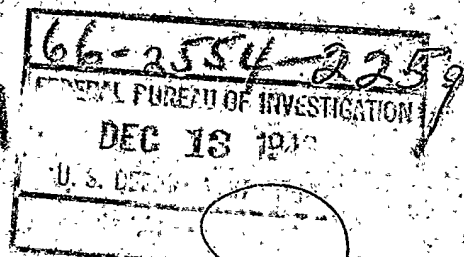
If this is approved, there is attached a letter to Mr. Walther.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/8/94 BY SP5CJ/bca
#323,013

Clyde Tolson
Chairman

W. R. Glavin
Secretary



Tolson
E. A. Tamm
Clegg cc - Mr. Tolson
Coffey
Glavin Mr. Clegg
Ladd
Nichols
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DEC 17 1943

ORIGINAL COPY FILED IN 66-9340-248

WRG:AB

October 22, 1943

ALL INFORMATION CONTAINED

THE DIRECTOR

HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP5C/6ca
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It was pointed out by Mr. Nichols at the Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Mumford, Hince, Tracy, Rosen, Carson, Nichols, and Glavin, that it had always been the practice to operate transmitting sites at Valdorf, Miami, and San Diego with two technicians on duty inasmuch as there is a physical hazard in that a technician might accidentally, carelessly, or otherwise touch a wire having considerable voltage in it and be electrocuted. We have had several instances where technicians have touched wires but fortunately we have had no deaths or electrocutions. It was pointed out that large commercial companies ordinarily operate their transmitters with one radio engineer, however, this engineer has had far more experience than the Bureau's radio technicians, who for the most part attended a 100 day school after qualifying as radio operators.

Mr. Nichols and Mr. Larmoyeur suggested that only one technician be on duty at a time, that this would result in the saving of 9 technicians. Mr. Glavin pointed out that in the usual type of transmitting station operated by the commercial companies although only one technician may be available, other persons are assigned to duties in the transmitting station which eliminates the possibility of an accidental electrocution to a trained technician without the company officials having notice thereof.

A sub-committee had been appointed consisting of Messrs. Hendon, Conrad, Hince, Larmoyeur, and Nichols, to report to the Conference on the suggestion of having one radio technician on duty at any one time.

The sub-committee recommended that one radio technician be assigned to each shift and an additional male employee not subject to the draft be assigned to the transmitting station after being instructed a few fundamental safety precautions, such as when and how to pull the master switch, how to give artificial respiration, first aid and the like. The sub-committee feels that by doing this, we would have two men available on each shift of duty, one a technician, the other can be present in case of accident. The second man could be assigned custodial duties and other duties of a non-technical nature.

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Quinn Tamm
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RECORDED

FEDERAL BUREAU OF INVESTIGATION

IN 80-646-3445-6

MEMORANDUM FOR THE DIRECTOR

- 2 -

Mr. E. A. Tamm was opposed to the assignment of other than one technician to a shift on the basis that this individual would not be trained, and there was a possibility of criticism of his having nothing to do. All other members of the Conference recommended that in addition to one technician, one extra employee be assigned as aforementioned.

Respectfully,
For the Conference,

Glyde Tolson, Chairman

W. R. Glavin, Secretary

CC: Mr. Tolson

August 24, 1943

LAH:WKB

Sugg. No. 100

Employee: Agt. J. Reid Green

THE DIRECTOR

Members present: Coffey, Ladd, Nichols, Rosen, Tracy, Hendon, Carson, Acers, Mumford, and Hince.

1. Employee suggests: That when a photograph is furnished to a Field Office the photograph show the date on which it was taken and that when a description is set out on the photograph the date of the description also be given. The present requirement is that the file and serial numbers, and the name of the individual should be placed on the photographs which are placed in Field Office files. The description need not be placed on the back except when the photograph is forwarded from one Field Office to another when a request is made to locate or apprehend the person.

RECOMMENDATION: Favorable - The Conference recommended favorably pointing out that it is a common police practice to include the date the photograph is taken on the photograph inasmuch as it is helpful in evaluating the photograph. The suggestion that the description be set out is covered by the present regulation.

2. Employee suggests: That more stress be given in the Training Schools to the matter of furnishing definite information concerning a per-

Mr. Tolson to be investigated, by any office which requests an auxiliary office to Mr. E. R. Ruppel investigation.

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Harbo

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Piper

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

RECOMMENDATION: Favorable - The conference agrees that this subject should be given appropriate emphasis.

A letter to the employee has been prepared.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP-5C-1/64

#323013

RECORDED

66-2554-2261

FEDERAL BUREAU OF INVESTIGATION

DEC 17 1943

U. S. DEPARTMENT OF JUSTICE

53 DEC 17 1943

Conference Conference

42

66-2554-2261

LAH:EEM

August 30, 1943

Sugg. No. 91

Employee: H. Bruce
Baumeister, Special
Agent, Los Angeles
Office

THE DIRECTOR

Members present: Messrs. Coffey, Ladd, Rosen, Hendon,
Carson, Q. Tamm, Mumford, Acers and Hince.

1. Employee suggests: That training be given at Washington
to designated Special Agents for a day or two upon the completion
of In-Service training in the use of the Bell & Howe motion picture
camera.

RECOMMENDATION:

The Executive Conference felt the present requirement is preferable.
The present requirement is that one Agent in each office acts as a motion
picture specialist and the office shall give him an opportunity to obtain
all the necessary practice.

The Conference opposed further specialization in this field.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP5C/ku

#323013

Clyde Tolson,
Chairman

Mr. Tolson _____
Mr. E.A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
CC - Mr. Glavin
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

W. R. Glavin,
Secretary

RECORDED
&
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66-2554-2262
FEDERAL BUREAU OF INVESTIGATION
DEC 15 1943
U. S. DEPARTMENT OF JUSTICE

DEC 17 1943

903
1-12
Destroyed
ORIGINAL COPY FILED IN

LAH:HW

August 24, 1943

Suggestion #1

Employee: Mrs. Mildred

Munster Jones

THE DIRECTOR

Members present: Messrs. Coffey, Glavin, Ladd, Nichols, Tracy, Hendon, Mumford, Acers, and Hince.

Employee suggests: That the Manual of Rules and Regulations be amended to require that the Identification Order number of an Identification Order fugitive should always appear on the field office index cards for the name and aliases of the subject.

RECOMMENDATION: The Conference agreed that this identifying data should be placed on the index cards as a flash that the individual is wanted by the Bureau. If approved, appropriate changes will be made in the Manual of Rules and Regulations and the Field Clerks' Manual.

A letter to the employee has been prepared.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP5C/bee

#323,013

cc - Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED & INDEXED

66-2554-2263

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| FEDERAL BUREAU OF INVESTIGATION |
| DEC 15 1943 |
| U. S. DEPARTMENT OF JUSTICE |

ORIGINAL COPY FILED IN

LAH:EW

August 31, 1943

THE DIRECTOR

The Executive Conference, those present being Messrs. Clegg, Coffey, Glavin, Ladd, Nichols, Rosen, Tracy, Hendon, Carson, Quinn Tamm, Acers, Mumford, and Hince, considered the suggestion of Mr. J. A. Robey that a uniform practice be required in the handling of Number 3 Register Cards each day. At the present time, some offices follow the practice of leaving the cards in the Cardex file and using them after office hours to record the whereabouts of Agents who call in. In other offices, the Number 3 Register Cards are pulled from the file at the time Agents leave for the day and are placed in the tray until morning. In these offices, the night log is sometimes used to record the whereabouts of Agents after office hours.

RECOMMENDATION: The Conference unanimously recommended that the field be instructed to follow the uniform practice of maintaining Number 3 Register Cards in the Register until the following morning so that the clerical employees in the field office during the evening and night may place upon these cards information concerning the whereabouts of Agents after office hours. The locating of Agents when they are out of the office is the principal function of the Number 3 Register Card and this, therefore, is a consistent regulation.

Mr. Robey further suggested that a uniform practice be adopted with respect to maintaining the Number 3 Register Cards for those Agents who are out of the district attending In-Service School, away from the office on annual or sick leave, or for some other special reason, not on duty in the headquarters city. Such Agents might also be on road trips.

RECOMMENDATION: The Conference unanimously recommended that when an Agent leaves the field office headquarters city for Washington to attend Retraining School, is away from the office on annual or sick leave, or is absent from the headquarters city on special or official business, a card should be maintained bearing his name in the proper sequence and on this card there should appear the information as to his status. This will provide a ready reference in the handling of telephone inquiries, telegrams, and other communications. It also eliminates a duplication of effort presently involved in some offices in the maintenance of the Number 3 Register Cards and also handling an "itinerary" box.

A letter to Mr. Robey has been prepared. If the above suggestions are approved, appropriate Manual changes will be made.

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Quinn Tamm
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RECORDED & INDEXED

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP5C/1/ce
#323,013

Clyde Tolson
Chairman

65-2537-2264

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|---------------------------------|--------------|
| FEDERAL BUREAU OF INVESTIGATION | DEC 15 1943 |
| U. S. DEPARTMENT OF JUSTICE | W. H. Glavin |
| | Secretary |

ORIGINAL COPY FILED IN 65-2537-2264

cc Mrs. Glavin

DEC 23 1943

September 2, 1943

RGH:DV

THE DIRECTOR

According to present requirements, Special Agents in Charge submitting Field Office mailing lists to the Bureau annually include thereon postmasters throughout their territories by title showing merely "Postmaster, Winchester, Virginia." At one time we required them to show the postmaster's name but this was eliminated because it served no purpose. The postmasters of course make up a great bulk of the Field Office mailing list and literally hundreds of pages of typing and mimeographing are required throughout the field to compile these lists.

The Executive Conference consisting of Messrs. Rosen, Mumford, Ladd, Harbo, Hendon, Carson, Nichols, Quinn Tamm, and Tracy considered Mr. London's suggestion that this compilation be eliminated in the future. The Conference was of the unanimous opinion that it served no purpose whatsoever and recommended that the attached Bulletin go forward to the field advising that in the future the postmasters need not be listed.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 7/2/91 BY SP5C/bee

4353,013

Clyde Tolson
Chairman

V. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Glavin

RECORDED

65-25542-265
BUREAU OF INVESTIGATION
12/15/43
U. S. DEPARTMENT OF JUSTICE
FBI - CHICAGO

SEP 17 1943

ORIGINAL FILED IN 65-25541-265

URG:1rd

September 22, 1943

✓ Mr. Tolson ✓
 ✓ Mr. E. A. Tamm ✓
 ✓ Mr. Clegg ✓
 ✓ Mr. Glavin ✓
 ✓ Mr. Ladd ✓
 ✓ Mr. Carson ✓

#323,013

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP5 CJB/bce

The Executive Conference consisting of Messrs. E. A. Tamm, H. H. Clegg, D. M. Ladd, L. B. Nichols, A. Rosen, S. J. Tracy, L. A. Hince, E. C. Hendon, E. P. Coffey, J. K. Mumford, C. H. Carson and W. E. Glavin considered the matter of draft permits obtained from local boards permitting our agents to leave on SIS assignment.

Mr. Carson pointed out that it is necessary for Special Agents going out on SIS assignment to obtain permits to leave the country from their Local Boards before they can obtain passports for actual departure. A sample of the form of permit which each Agent going on SIS must secure from his Draft Board is attached hereto. The permit must be displayed by the Agent when he obtains his passport, when he obtains his transportation and also at the border to the proper officials. Mr. Carson points out that it is also necessary for such Agents to exhibit the permits to leave the country at times to individuals, both of United States nationality and other nationalities, when they are outside the Continental United States on foreign assignment.

It will be noted that the permits, or releases, reflect the name of the person involved, his order number, his serial number and his classification. The permit also reflects information as to the countries to be visited as well as information with regard to the individuals or organizations represented in the foreign country by the person involved. It must also include a statement with regard to the nature of the business to be performed by the particular Special Agent going on SIS assignment. The description of the Agent is also included in the permit. These permits are secured through the Local Draft Boards and signed by the Clerks of the Local Draft Boards.

We have been securing these permits with the Local Draft Boards filling in only the name of the Agent, the order number, the serial number and the description, leaving the remainder of the form blank so that it might be filled in here at the Seat of Government when submitted to the Agent's cover.

- Tolson
- E. A. Tamm
- Clegg
- Coffey
- Glavin
- Ladd
- Nichols
- Rosen
- Tracy
- Acers
- Carson
- Harbo
- Hendon
- Mumford
- Starke
- Quinn Tamm
- Nease
- Gandy

Wm. for Mr. Ladd
 10-18-43

77 NOV 22 1943

66-2554-2265X
 NOV 22 1943
 10-18-43

Only need to Bureau Room

MEMORANDUM FOR THE DIRECTOR

- 2 -

Mr. Carson points out that at times it is necessary to show as a classification for an Agent going to South America a disability classification such as IV-F on the permit to leave the country. He points out that if some other classification were shown or if occupational deferment such as II-A or II-B were shown, the permit would serve no useful purpose concerning a man going down to South America on commercial business such as making surveys or selling some commercial product inasmuch as an occupational exemption could not be justified.

Mr. Carson felt that there should be no objection to the Bureau's filling out these permits to leave the country with a draft classification other than the draft classification actually received by the man.

It was pointed out by Mr. E. A. Tamm and concurred in by Messrs. Carson and Ladd that we do not endeavor to change the man's classification, that his draft card which shows his classification remains without change reflecting that the man is in II-A, III-A or III-B, whichever it might be, and since there is no change in the man's classification and since we are not requesting the Draft Boards to improperly classify our men, it was not felt that the Bureau in any way would be criticized for its present policy of showing on the permits to leave the country incorrect draft classifications which would permit our men to proceed about their business on SIS assignment without question.

Mr. Glavin was of the opinion that this procedure should be brought to the attention of the Director so that he would have knowledge of the procedures followed by us in getting men into under-cover assignment in South America.

Mr. E. A. Tamm suggests that a representative of the Bureau who is acquainted with the Selective Service officials here in town approach those officials, outline our problem and see if any objection is raised by such officials to our present procedure.

Mr. E. A. Tamm also felt that this matter could be made known to the State Department so that there would be no chance at any future time of any criticism being leveled at the Director and the Bureau concerning the manner of handling the under-cover assignments of SIS in so far as the draft classification of the men actually assigned is concerned.

Mr. E. A. Tamm also suggested that in those cases in which the local Draft Boards do not wish to cooperate and furnish a draft permit in blank, to be filled out by us, we should go ahead and prepare a completely new draft permit, filling it out to "fit the cover" with regard to the particular Agent involved, file the original permit issued by the local Draft Board in the personnel file of the Agent, and let him take the altered draft permit while on assignment. Mr. Tamm pointed out that should we discuss this properly with the headquarters officials of the Selective Service System and the State Department, those officials would undoubtedly approve and the Bureau could be subjected to no criticism.

MEMORANDUM FOR THE DIRECTOR

- 3 -

The Conference unanimously approved Mr. Tamm's suggestion and it was agreed that if the Director approves, immediate steps will be taken to follow the procedures suggested.

Respectfully submitted,
FOR THE CONFERENCE

*O.R. do
as above
H.
(advice)*

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

Mr. Tolson ✓
 Mr. E.A. Tamm ✓
 Mr. Clegg ✓
 Mr. Glavin ✓
 Mr. Ladd ✓
 Mr. Nichols ✓
 Mr. Rosen ✓
 Mr. Tracy ✓
 Mr. Carson ✓

September 28, 1943

CHC:mjp

THE DIRECTOR

Re: Executive Conference Meeting

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 5/8/91 BY SP5 CJB/bee
 #323013

The Executive Conference Messrs Tolson, H. H. Clegg, Tracy, Glavin, Rosen, Hendon, Hince, Acers, Mumford, Quinn Tamm and Carson being present considered the matter of personnel correspondence maintained by Legal Attaches in their confidential files in the American Embassies concerning the personnel assigned under them. At the present time the Legal Attache does not have a personnel file proper, there being only such personnel and administrative correspondence relating to each employee that might take place between the Bureau and the employee involved while he is actually on assignment in the foreign country in question. If the Bureau gives the employee a raise in salary a copy of the letter is designated for the Legal Attache. Similarly, letters of reprimand or commendation have copies designated for the Legal Attache. The Legal Attache also prepares efficiency reports with regard to the personnel under him, copies of such reports are designated for the personnel file of the employee involved maintained in the Legal Attache's office. Similarly, orders of transfer will be maintained in this file in the embassy.

Inasmuch as the Bureau will have either copies or the original of all of the correspondence in this so-called personnel file for each employee in the Legal Attache's office, the Conference was of the unanimous opinion that when an SIS employee is transferred from one country to another the Legal Attache should be, in each instance, instructed to personally destroy this personnel file on the employee in question. The Conference was of the opinion that this would be much safer than retaining the file in the office of the Legal Attache after the employee has departed for which there would be no good reason whatsoever. The Conference also felt that it would be safer and much more practical than returning the file to the Bureau, via pouch mail, where it is not needed and would serve no good purpose. The Conference also felt that destruction of the file would be much more safe than having it follow the employee on transfer to the new country of assignment, it being pointed out that there would be no good purpose to be served in having the file follow the agent.

The Conference also considered a suggestion made by several Legal Attaches to the effect that they be advised as to pay being earned by all of the employees assigned in their respective countries. All of these employees, of course, being under the supervision of the Legal Attache who is in each instance Agent in Charge of his particular country.

Tolson
 E. A. Tamm
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 Ladd
 Nichols
 Rosen
 Tracy
 Acers
 Carson
 Harbo
 Hendon
 Mumford
 Starke
 Quinn Tamm
 Nease
 Gandy

RECORDED

FEDERAL BUREAU OF INVESTIGATION

SEP 29 1943
 U.S. DEPT. OF JUSTICE

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10/18/43

Memorandum for the Director
Executive Conference Meeting

page 2

OK
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It was suggested that a form letter should be prepared which could be filled in and supply the appropriate Legal Attache with regard to each employee being assigned. This form letter would contain information as to the employee's salary, EOD Date, Educational Qualifications (degrees), Marital Status, Office of reference. It was pointed out that the Legal Attache being in charge and being responsible for the supervision of the agents and other personnel within his particular country should have this information concerning each employee involved in connection with the making of assignment on cases and work and also with regard to the preparation of efficiency reports. Messers Tolson, Hendon, Hince, Glavin, Clegg, Acers, Mumford and Carson favored this suggestion to the effect that the Legal Attache should have the information outlined above with regard to each employee. Messers Tracy, Quinn Tamm and Egan were opposed to this suggestion, voicing opinion to the effect that the information was not needed by the Legal Attache and would serve no good purpose. Mr. Tracy voicing an opinion to the effect that the Legal Attache should have information as to the salary and EOD Date of each employee but no additional information.

If you approve the majority recommendation this procedure will be placed into effect at once.

Respectfully,
For the Conference

W. R. Glavin
Secretary

Clyde Tolson
Chairman

I don't like way
this memo was prepared
I had to hunt all down
it for the recommendations
times & action. It should
be set forth boldly so I
can easily find it.
H

CHH:vv

September 28, 1943

V. Tolson
E. A. Tamm
Glavin
Ladd
Carson

THE DIRECTOR
MEMORANDUM FOR

Re: Annual Leave for
Special Employees
in South America

The Executive Conference, Messrs. E. A. Tamm, Glavin, Clegg, Ladd, Quinn Tamm, Mumford, Hendon, Hince, Acers, and Carson being present, considered the suggestion that Special Employees of the SIS Division who reside with their families in Latin America be permitted to take annual leave at their points of assignment.

The Conference was of the unanimous opinion that those few Special Employees who maintain their families in an established residence at their points of assignment, such as the Kellys in Cuba, the Stones and Howcotts in Costa Rica, and the Lothropes in Peru, should be allowed to take annual leave there. The Conference was of the opinion that as these individuals do maintain established residences in the countries where they are assigned and are not known as Bureau employees, the objections preventing the granting of annual leave to regular Bureau employees in South America would not apply in their cases.

The Conference recommends that these employees be permitted to take annual leave in South America, the Legal Attaches being authorized to grant them up to two days' annual leave, the approval of the Bureau being necessary before leave in excess of two days may be granted.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/8/91 BY SP5CJ/bce
#323,013

Respectfully,
For the Conference,

Glyde Tolson,
Chairman

W. R. Glavin,
Secretary

662554-2265X2
OCT 29 1943
U. S. DEPARTMENT OF JUSTICE

[Handwritten signatures and initials]

77 NOV

to #113
10/1/43

RETURN DIRECTLY TO SIS DIVISION

ORIGINAL FILE IN 64-4104-507

WRG:1rd

October 14, 1943

Mr. Tolson
Mr. Tamm
Mr. Glavin
Mr. Ladd
Mr. Carson
Mr. Hendon

MEMORANDUM FOR THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP5C/bce
#32301/3

The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Rosen, Tracy, Hendon, Mumford, Carson and Glavin considered the matter of establishing a Bureau policy relative to SIS employees who, upon being requested to sign a contract to remain on SIS assignment for the duration and six months thereafter, make the statement that they do not wish to sign it.

It was pointed out to the Executive Conference by Mr. Carson that in several instances recently Mr. Hicks of the Training Division, who has been interviewing SIS employees who return to Washington for conference or who are being sent out of the country on initial SIS assignments, that some of the employees feel that it is unreasonable to request them to sign a contract to remain on SIS for the period of the war and six months thereafter, some feeling that their word should be sufficient for the Bureau.

The Conference, in view of the reluctance shown by certain of the employees about to enter on SIS assignment after conference, feels that the following policies should be established:

(1) That new employees of the FBI, whether Agent or clerical, who, after being trained for SIS duties, refuse to sign the necessary oath or contract covering his period of assignment on SIS be immediately removed from such work.

(2) That at the same time, if any request for deferment has been made for the employee, such request be immediately cancelled and the employee's Draft Board immediately notified that the Bureau does not wish to continue to ask for occupational deferment in that particular case.

(3) That the Training School official interviewing the particular employee who has refused to sign the contract advise the employee at that time that he is being removed from the SIS rolls, that he is being returned to domestic service and

(4) That in view of the fact that the employee, himself, found it inconsistent with his beliefs to execute a contract

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Original File in 66-2554-2265

MEMORANDUM FOR THE DIRECTOR

- 2 -

for assignment where the Bureau felt he would be most important during the war period, it will not be possible for the FBI to request any occupational deferment for the employee and that such occupational deferment request is being withdrawn.

For the Director's information, it is felt that Mr. Tamm succinctly summed up what should be behind the Bureau's policy in regard to such employees. Mr. Tamm felt that employees who refuse to sign the so-called oath or contract for SIS duty undoubtedly have mental reservations and don't want to be bound by anything in writing if they wish at some future time to submit their resignations or to request that they be removed from SIS activities.

Mr. Glavin pointed out to the Conference that in support of the majority decision he felt that any employee who would not accept any assignment given to him at any time could not be considered indispensable or irreplaceable to the Bureau and that we should not request any deferment for such an employee. Mr. Glavin is conversant with the fact that many of these men would give oral concurrence for SIS assignment and would be willing to accept such assignment; however, they know that the Bureau has established as a prerequisite to assignment the negotiation of the contract or the execution of the oath to remain on SIS assignment for the duration of the war and six months thereafter. He feels that the employee who is reluctant to sign this oath, regardless of any oral statements made by him, cannot under any consideration be considered irreplaceable because we would have to pick our spots for his assignments since he is hesitant to subordinate himself to Bureau regulations in so far as assignments are concerned.

Mr. Carson was of the opinion that personnel, both Agent and clerical, who refuse to sign the contract should be immediately removed from SIS and transferred back to the domestic field, and that thereafter each case should be individually considered as to whether request for deferment will be withdrawn and as to whether the employee involved will be continued in the employ of the Bureau. Mr. Carson voiced an opinion to the effect that the Bureau might render itself liable to undue criticism should it adopt a policy of automatically withdrawing requests for deferment for personnel doing good work in the Bureau's domestic field service, or otherwise, solely because they refuse to sign this contract.

If you approve, the majority recommendation will be placed in effect immediately.

Respectfully submitted,
FOR THE CONFERENCE

I approve
H
Clyde Tolson
Chairman

W. R. Glavin
Secretary

WRG:val

October 18, 1943

✓
Mr. Tolson

Mr. Tamm

Mr. Glavin

Mr. Ladd

Mr. Carson

ALL INFORMATION CONTAINED

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DATE 5/8/91 BY SP5C/bce

THE DIRECTOR

#323,013

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Mumford, Ladd, Hendon, McGuire, Rosen, Tracy, Hince, Clegg, Quinn Tamm and Glavin considered the suggestion that an automobile be purchased for the Legal Attache at Lima, Peru.

The Conference was of the unanimous opinion that the purchase of this car should be held up until Inspector Doyle has opportunity of checking into the need for this machine at Lima, Peru. It is understood that the Legal Attache himself has a personally-owned car there at this time. The SIS Division at the Seat of Government had as justification only the request of the Legal Attache that such a car be furnished, the Legal Attache pointing out that such equipment was necessary if they were to properly perform their official duties.

Subject to the Director's approval, no car will be purchased or no Bureau-owned car will be shipped to Lima, Peru until Special Agent Doyle has opportunity of checking into the necessity for this equipment there.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED

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FEDERAL BUREAU OF INVESTIGATION
D - OCT 21 1943
U. S. DEPARTMENT OF JUSTICE

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Tolson
E. A. Tamm
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Quinn Tamm
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77 OCT 30 1943

Requiem: 515 #129
GWH 10/23/43

ORIGINAL FILE IN 66-4474-300

CT:DSS

October 18, 1943

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Carson

THE DIRECTOR

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/18/91 BY SP5 cu/bce
#323013

The Executives Conference reconsidered the form stipulation to be presented to and signed by any employee being initially appointed to SIS work or to any SIS employees as they return to the Seat of Government for conference, and desire to recommend a change in this form.

A copy of the previous form is attached hereto. You will note the first sentence indicates that the employee "requested, and I am now hereby renewing that request, that I be given an assignment outside continental United States in the Special Intelligence Service." Objection has been raised to this phrase by certain SIS employees on the ground that they did not initially request SIS; as a matter of fact that they are not now requesting it, although in line with their responsibilities as a Special Agent they have no objection to assignment to any type of work.

Since this phrase has apparently caused some confusion the Executives Conference, those present being Messrs. Glavin, Quinn Tamm, Acers, Hendon, Carson, Ladd, Mumford and Tolson, recommend a new form to be used for this purpose phrased as follows:

"In connection with my assignment as a Special Agent of the Federal Bureau of Investigation to duties outside of the continental United States, I hereby agree to remain in the service of the Bureau and to accept assignment at any place where the Director may see fit to assign me for the duration of the present war and for a period of six months thereafter."

Respectfully,

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED
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FEDERAL BUREAU OF INVESTIGATION
OCT 21 1943
U. S. DEPARTMENT OF JUSTICE

ORIGINAL FILE IN 66-4104-369

Supply of this form
7 OCT 30 1943

URG:val

October 20, 1943

THE DIRECTOR

Handwritten: New

The Executive Conference consisting of Messrs. Tamm, Carson, Rosen, Mumford, Ladd and Glavin considered approving shipment expenses of an automobile, the property of Special Agent James P. McMahon, from this country to Medellin, Colombia.

The Conference was of the opinion that the Bureau would benefit by the payment of such charges from the SIS funds and agreed that such payment should be made for the shipment of the automobile provided it was determined that such an expenditure was legal.

For the Director's information, this matter was discussed with Judge Holtzoff by Mr. Glavin, and Judge Holtzoff stated that it was entirely legal to make such an expenditure.

Respectfully submitted,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/8/91 BY SP5 WJ/bcc
#323013

Handwritten: RECORDED
Clyde Tolson
Chairman

Handwritten: W. J. Glavin
Secretary

Handwritten: 66-2554-2265

FEDERAL BUREAU OF INVESTIGATION
D - NOV 11 1943
U. S. DEPARTMENT OF JUSTICE

Handwritten: Executive Conference Minutes

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
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Mumford
Starke
Quinn Tamm
Nease
Gandy

CC: Mr. Tolson

77 NOV 27 1943

ORIGINAL RETAINED IN SIS FILE 64-4203-59

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10/18/43
Re: McKinnon
by Mr. McMahon
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Re: McKinnon
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RGH:DW

October 22, 1943

THE DIRECTOR

Mr. Tolson ✓
Mr. E. A. Tamm ✓
Mr. Clegg ✓
Mr. Glavin ✓
Mr. Ladd ✓
Mr. Carson ✓
Mr. Hendon ✓

The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Rosen, Tracy, Nichols, Hendon, Hince, Mumford and Carson considered a suggestion by Mr. Hendon to the effect that Special Agents on SIS who previously have been called SIS Inspectors should not be referred to in this manner in the future.

It was pointed out that they are really not Inspectors and upon occasions are relatively inexperienced Bureau agents. They do not handle regular inspection duties but take special messages and instructions to the Legal Attaches and other men on SIS as required and act more or less in the nature of "trouble shooters" on SIS administrative matters. It was further pointed out that to call them Inspectors was confusing since the Training and Inspection Division has taken over the regular inspection work.

RECOMMENDATION

The Conference was of the opinion that these men should not be called Inspectors but should be called Traveling Attaches.

Respectfully,
For the Conference

✓ RECORDED
INDEXED
Clyde Tolson
Chairman

W. H. Glavin
Secretary

66-2554-2265X7
FEDERAL BUREAU OF INVESTIGATION
D - NOV 19 1943
U. S. DEPARTMENT OF JUSTICE
OCT 24 1943

10/29/43
all supervisors advised by memo
RGA

No. They are to be called Special Agents. There are getting to be too many titles.

cc - Mr. Glavin

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/21/91 BY SP5/16ce
#323013

77 NOV 18 1943

Tolson
E. A. Tamm
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Quinn Tamm
Nease
Gandy

Executive Conference Minutes

ORIGINAL FILE IN

CHC
RGA

cc Mr. Tolson
Mr. Tamm
Mr. Glavin
Mr. Ladd
Mr. Carson

October 25, 1943

CHC:LH

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

THE DIRECTOR

DATE 9/8/91 BY SP5 C/LC

MEMORANDUM FOR

#323013

The Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Ladd, Nichols, Rosen, Clegg, Quinn Tamm, Acers, Hince, Mumford, and Carson being present, considered the following matters:

1. Annual leave for SIS employees assigned in Latin America, particularly as to whether these employees, both agents and clerical, should be given annual leave for vacation purposes in Latin America, or whether they should be brought back to the United States for annual leave and not be permitted to take same in Latin America;
2. Whether the previous approval of the Conference and of the Director that agents assigned to SIS in Latin America should be brought back to the Bureau every 18 months for regular Bureau In-Service training, should be reconsidered.

It was pointed out to the Conference by Mr. Carson that the Bureau previously approved the following regulations with regard to annual leave for employees on SIS:

1. No SIS employees be permitted to take annual leave for vacation purposes in Latin America;
2. Special Agents assigned to SIS be brought back to the United States at least every eighteen months, at which time they will be given regular Bureau In-Service training and permitted to take two weeks' annual leave in the United States upon the occasion of these visits to the Bureau for retraining;

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Harbo
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

3. That clerical personnel assigned to the Bureau be brought back to the United States each twelve months and given annual leave the same as clerical employees assigned in the Bureau divisions, namely, San Juan, Juneau, and Honolulu.

It was further pointed out to the Conference by Mr. Carson that there has been some dissatisfaction on the part of the Bureau employees with regard to the above-mentioned program. It was pointed out that the Bureau's Legal Attache in Lima, Peru, Special Agent Harold Judell,

Mr. Harbo
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

DEC 10 1943

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FEDERAL BUREAU OF INVESTIGATION
DECEMBER 17, 1943
U. S. DEPARTMENT OF JUSTICE

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recently wrote a letter to the Bureau expressing much dissatisfaction with the Bureau's policy to the effect that none of its SIS employees are permitted to take annual leave for vacation purposes in Latin America. Mr. Judell stated that, in his opinion, the Bureau is subject to criticism in undertaking the expense of bringing employees to the United States for annual leave and, further, that, in his opinion, the employees, particularly those in unhealthy spots, should be given annual leave more frequently than is the present practice for the good of their health and in order that they will be enabled to have short periods away from their unhealthy posts of assignment.

It was pointed out to the Conference that Special Agent Jerome Doyle, who is presently surveying conditions in Latin America, has advised the Bureau that the majority of the clerical personnel talked to by him in Latin America stated that they would prefer to be given their annual leave for vacation purposes in Latin America and not brought back to the United States for this purpose.

Mr. Judell in his letter referred to the policy of the State Department in not bringing its employees to the United States for annual leave each year, and the Conference was advised that the Director desired the entire matter of bringing any SIS employees, either agent or clerical, back to the United States at all before the end of the war be reconsidered fully in the light of all the circumstances, including the actual State Department policy, the desires of the employees themselves, and such other conditions and circumstances as might be pertinent.

The Conference was advised by Mr. Carson that the State Department policy concerning annual leave for its Foreign Service employees can be summarized as follows:

State Department Policy on Annual Leave

1. All State Department Foreign Service employees are given at the present time (during the war) thirty days annual leave to be taken anywhere the employee may desire at the expense of the employee involved. The State Department does not bring its employees back to the United States for annual leave except as will be noted hereinafter. Any State Department Foreign Service employee may proceed to the United States for the purpose of taking his thirty days' annual leave at his own expense if the employee so desires.
2. State Department Foreign Service officers, their wives and families are brought at Government expense to their homes in the United States for annual leave of thirty days every three years, (that is, three years of continuous foreign service assignment abroad). Authority for this expenditure is contained in the 1941 Foreign Service Regulations, USA, Section IV-10. (This regulation applies only to the Foreign Service of the State Department and does not cover Bureau employees on

foreign service.) It should be noted that this regulation does not apply to clerical employees of the State Department but only to Foreign Service officers.

3. Any State Department Foreign Service employee, either officer or clerical, who has been employed by the State Department for two or more years is permitted to proceed to his or her home in the United States to take thirty days annual leave at his or her own expense, the annual leave to begin upon the arrival of the employee at his home in the United States. In other words, the travel time, both to the United States from the post of assignment and back to the post of assignment from the United States, is not charged against the employee as annual leave although the travel is at the expense of the employee. (It should be noted that this privilege is granted all Foreign Service employees who have been employed by the State Department for at least two years, it not being necessary that the employee have been in the State Department Foreign Service for two years.)
4. The State Department Foreign Service employees, either clerical or officer, stationed at foreign posts which are classified by the State Department as "unhealthy posts" are entitled to sixty days annual leave with a maximum accumulation of one hundred and eighty days permitted. "Unhealthy posts" are classified as such by the State Department in accordance with law. During the war the State Department does not follow this provision strictly and ordinarily the State Department Foreign Service employees stationed in "unhealthy posts" are given only thirty days annual leave except in "exceptional" cases. In order for a State Department Foreign Service employee, even though stationed in an "unhealthy post," to take the sixty days annual leave he or she must obtain specific State Department approval during the war. A considerable number of "unhealthy posts" are listed in Latin America where the Bureau has employees, these being as follows:

Managua, Nicaragua
La Paz, Bolivia
Havana, Cuba
Veracruz, Mexico
Tampico, Mexico
Acapulco, Mexico
Asuncion, Paraguay

Bahia, Brazil
Manaos, Brazil
Guayaquil, Ecuador
Barranquilla, Colombia
Buenaventura, Colombia
Cartagena, Colombia

The State Department Foreign Service employees stationed at "unhealthy posts" also receive, in accordance with State Department Foreign Service regulations, fifty per cent of the time spent at such posts added to actual time spent there toward their retirement. Thus, a State Department Foreign Service employee stationed for two years at Managua,

Nicaragua would accumulate credit for three years towards the thirty years service necessary to receive retirement benefits, in accordance with State Department Foreign Service regulations.

Mr. Carson pointed out to the Conference that, in addition to the above regulations, officials of the State Department have advised confidentially that the State Department Foreign Service employees are also, as a matter of practice, given annual leave of thirty days in the United States when they are transferred from one post to another and the transfer brings the employee through the United States while en route to the new post of assignment. Officials of the State Department have advised that the great majority of Foreign Service officers are brought to the United States for instructions, et cetera when transferred to new posts of assignment, at which time they are given annual leave in the United States. The State Department officials have advised that this is not ordinarily the practice with regard to clerical employees although it has been pointed out that the State Department is "liberal" in bringing to the United States under official transfer orders those employees who otherwise might not be able to come or who might be ill. Such employees are then given leave while in the United States. Officials of the State Department have indicated that there is no definite policy or rule as to the frequency of State Department transfers of its Foreign Service employees but that these transfers are "rather frequent" with regard to Foreign Service officers and are rather "infrequent" with regard to Foreign Service clerical personnel.

CONFERENCE DISCUSSION

It was pointed out to the Conference that the Bureau cannot comply strictly with State Department procedure in view of the different circumstances involved. The State Department Foreign Service personnel, officer and clerical, are permitted to have their wives and families with them on posts of assignment, these families being transported from the United States to the posts of assignment at Government expense. The State Department Foreign Service personnel establish actual homes with all of their belongings in the cities to which they are assigned abroad. Also, State Department Foreign Service personnel get more annual leave during the war than do Bureau employees, and, on top of all of this, the Foreign Service officers themselves apparently manage to get leave in the United States with reasonable frequency because of transfers, et cetera.

It was pointed out to the Conference by Mr. Carson that the general morale, morals, standard of efficiency, esprit de corps, et cetera on the part of State Department employees, particularly clerical employees, is in no way comparable to that of Bureau employees. The State Department has some clerical employees who have been outside of the United States continuously for a considerable number of years, and this is probably true with the majority of their Foreign Service clerical personnel. However, the morals, morale, and general esprit de corps of far too many of these people can be considered

as most unfortunate. Many of them have other ways of earning money outside of their employment with the State Department, both legitimate and otherwise. Many of them more or less "acclimate" themselves to conditions as they exist in their cities of assignment and more or less go "native;" they lose direct contact with not only the State Department headquarters in Washington itself but with the United States generally.

It will be recalled that the Conference originally approved a rule to the effect that the Bureau's SIS personnel would not be permitted to take annual leave for vacation purposes in Latin America (Legal Attaches are presently permitted to approve annual leave for emergency purposes only in amounts not exceeding two days at any one time without specific prior Bureau authority and the Legal Attaches are not under any circumstances permitted to approve an SIS employee leaving the city in which he is assigned on leave without specific prior Bureau authority.) for the following reasons:

1. Because of the danger of having SIS employees, particularly clerical employees who are young, frequently naive and inexperienced, almost totally unversed in the language of the country to which they are assigned, roaming around throughout such countries unsupervised on vacations. It will be recalled that some of the clerical employees previously have requested the Bureau for annual leave in the countries to which they are assigned in order that they can take vacation trips throughout the country and adjoining countries in the nature of tours. Some clerical employees have sought Bureau approval to take vacations in Latin America for the purpose of accompanying friends on airplane tours and flying trips in private planes. It has been pointed out to the Conference that any number of things could happen to these employees and the Bureau would be in the embarrassing position of never knowing actually what did happen; further, that the Bureau probably would not know that anything had happened until the time for the annual leave to expire and the employee failed to return to the city and country of original assignment. Clerical employees on SIS naturally have many valuable and vital secrets in their possession because of the nature of the work which they are doing. Some of the employees are too immature to adequately protect themselves with regard to unsupervised vacations in foreign countries much less to protect the Bureau's interest concerning dangers that might arise.
2. It was felt that trips back to Washington and conferences at the Seat of Government with the agents and the clerical personnel would prove worthwhile to the Bureau's work from the standpoint of efficiency and morale inasmuch as it would give the employees an opportunity to outline with Bureau officials their problems and would give the Bureau

officials opportunity to look over the personnel and undertake worthwhile discussions with them.

In the above connection, Bureau personnel on SIS do not have their manuals or even credentials. There is a tendency for them to get entirely too far away from the Bureau, its work, policies, et cetera. At best, instructions transmitted to them via memoranda to the Legal Attaches will leave much to be desired. This has been amply demonstrated in the Bureau's experience with regard to its regular domestic field service where, although much greater freedom and latitude exists with regard to the transmission of full, complete, detailed, and comprehensive instructions to all personnel than is the case with regard to SIS, nevertheless the Bureau has found it necessary to place increasing emphasis upon its general In-Service training program involving training at Bureau headquarters in Washington.

3. Because of the importance and necessity of having the employees examined by competent medical authorities in the United States for the sake of the employees' health and the general good of the Bureau's program.

Following considerable discussion with regard to the above-described matters,

THE CONFERENCE UNANIMOUSLY RECOMMENDS:

1. That the Bureau's present rule to the effect that no SIS employee be permitted to take annual leave for vacation purposes in Latin America be continued;
2. That Legal Attaches continue to be permitted to grant emergency annual leave of two days only without specific prior Bureau authority provided no employee is permitted to leave his city of assignment on leave without specific prior Bureau authority;
3. That all Special Agents on SIS be returned to Washington for regular Bureau In-Service training every eighteen months, at which time they be permitted to take three weeks' annual leave in the United States;
4. That all clerical personnel assigned to SIS in Latin America be returned to Washington for retraining, conference, physical examination, et cetera every eighteen months, at which time they be permitted to take three weeks' annual leave in the United States.

Respectfully,
For the Conference,

Clyde Tolson,
Chairman

W. R. Glavin,
Secretary

JAG:amr

December 11, 1943

THE DIRECTOR

The Executive Conference considered the suggestion of Acting Chief Clerk Orville G. Ausen of the Sioux Falls Field Division that when one case becomes voluminous and requires more than one volume for its serials, a sheet of white onionskin paper be placed over the top serial of the volume which is closed to filing and a notation made in the lower right hand corner, where the serial number usually appears, to "See Next Volume".

ADVANTAGES: It would totally eliminate the possibility of a serial being filed in the wrong volume.

DISADVANTAGES: It would mean another procedure to be followed in the field office when the present objective is to eliminate as many unnecessary steps as possible.

ACTION OF THE EXECUTIVE CONFERENCE: The Conference unanimously disapproved the suggestion. Those present being Messrs. E. A. Tamm, Quinn Tamm, Ladd, Carson, Acers, Rosen, Tracy, Coffey, Mumford, McGuire and Hince. If approved by the Director, it is recommended the attached letter to Acting Chief Clerk Orville G. Ausen be forwarded.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP5C/bce
#323013

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc--Mr. Tolson
Mr. Clegg

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DEC 16 1943

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December 10, 1943

THE DIRECTOR

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The Executive Conference, Messrs. Tolson, Glavin, Tracy, Carson, Hendon, Hince, Coffey, Ladd and Quinn Tamm being present, considered a request received from the Birmingham Field Division for authorization for their Field Division to enter a basketball team in the local YMCA League. It was pointed out that a similar request has been received from the New Haven Field Division. These basketball teams consist of Bureau employees playing games in organized leagues with representatives of OMT, G-2 and other Government agencies and the Conference unanimously recommends that such activities be permitted. It is pointed out that these activities are on the employees' time and not during working hours.

If you approve, there are attached letters to Birmingham and New Haven advising them that there is no objection to their participation in these athletic activities.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP5CJ/bce
#223,013

Respectfully,
For the Conference

Glyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd Enclosures
Mr. Nichols _____
Mr. Rosen CC: Mr. H. H. Glegg
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED

66-2554-2267

DEC 16 1943
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL

53 DEC 20 1943

66-15456-147
ORIGINAL COPY FILED IN

hhe:mar

November 23, 1943

THE DIRECTOR

The Executives' Conference, those present being Messrs. Tolson, E. A. Tamm, Coffey, Glavin, Ladd, Tracy, Acers, Hendon, Mumford, Q. Tamm, Carson, Hince, and Clegg, considered the suggestion of Special Agent A. E. Dooley, which he made while attending In-Service Class, that the Agents at Quantico be required, when the weather permits, to walk from the Academy Building to the range and back; that their riding the bus at the present time might cause the Marines to think that the Agents had too soft a job in that they have to be transported by bus between the building and the range.

Mr. Glavin agreed with the suggestion for the reason stated and for the purpose of saving tires and gasoline, and wear and tear on the buses.

All other members of the Conference were opposed since it is necessary that the Agents all arrive at the firearms range simultaneously when classes are to begin and they cannot be permitted to come straggling in, and for the further reason that it cannot always be anticipated when the weather will be good or bad and if the buses were not to be used most of the time, they would probably be transferred to Washington. The bus is also needed in order to get the Agents back to the Academy Building simultaneously for meals, for gun cleaning, or for academic sessions to be held in the Academy Building.

If the majority opinion is approved, a letter is attached for Mr. Dooley accordingly.

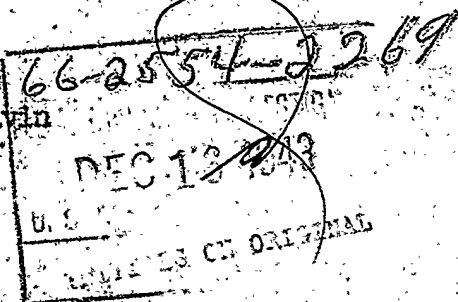
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/8/91 BY SP5CJ/6C
#323,013

Respectfully,
For the Conference

Clyde Tolson
Chairman

RECORDED & INDEXED
194

W. E. Glavin
Secretary



OK
cc - Mr. Tolson
Mr. Clegg
Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
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Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

DEC 22 1943

December 14, 1943

RON:DW -43 23,013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP5C/16C

THE DIRECTOR

Mr. Clegg pointed out to the Executive Conference that on December 9, 1943 when coming to the Bureau from the Armory on the station wagon he had noticed that it was very crowded and that one individual had to find other transportation.

Pursuant to the wishes of the Conference Mr. Hendon has checked into the situation to determine whether the one station wagon could handle the traffic or whether a rearrangement of schedules was required. A study of the volume of traffic from November 30 through December 10 revealed that a total of 710 passengers was carried on the 240 trips made during this period, which is twelve round trips per day. This means that there were less than three passengers per trip on the average. The maximum average was seven per trip to the Bureau from the Armory at 5:10 p.m. and six per trip from the Armory on the 4:10 run. On the 240 trips, ten passengers were carried only twice and in neither instance were these two trips the average peak trips which are 4:10, 5:10 and 6:10. On the specific trip which Mr. Clegg mentioned, nine individuals were carried. Through crowding as many as ten have been carried on other occasions. A check of the passenger list further indicated that only duly authorized individuals were utilizing the station wagon for appropriate travel. Also there appeared to be no trips which could be eliminated.

Upon consideration of these facts, the Conference consisting of Messrs. Tamm, Glavin, Tracy, Carson, Clegg, Quinn Tamm, Acers, Hendon, McGuire, Mumford, Ladd, Coffey, Rosen and Hince unanimously recommended that no change be made in the runs between the Bureau and the Armory and was of the opinion that the one wagon could handle the present traffic.

Respectfully,
For the Conference;

RECORDED & INDEXED

194

Clyde Tolson
Chairman

W. A. Glavin
Secretary

DEC 13 1943

INITIALS ON ORIGINAL

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E. A. Tamm
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Glavin
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Tracy
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Carson
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Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

cc - Mr. Clegg

December 11, 1943

SAC:amr

THE DIRECTOR

The Executive Conference considered the letter received from Mr. Fred A. Roff, Chief of Police, Morristown, New Jersey, to Mr. Egan, stating that the Tenaflly, New Jersey Police Department was particularly anxious in having a man attend the next session of the NPA. Mr. Egan and SAC McFee recommended that the Tenaflly Police Department be favorably considered and that it would be of considerable advantage to law enforcement conditions in New Jersey.

ACTION OF THE EXECUTIVE CONFERENCE: The Conference was unanimously in favor of the Tenaflly Police Department being approved for the next session of the NPA. Those present being Messrs. E. A. Tamm, Quinn Tamm, Ladd, Carson, Acers, Rosen, Tracy, Coffey, Mumford, McGuire and Hince.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/2/91 BY SP5C/bce

432 3013

Clyde Tolson
Chairman

W. A. Glavin
Secretary

cc - Mr. Tolson
cc - Mr. Clegg
cc - Mr. Egan

Tolson
E. A. Tamm
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RECORDED
&
INDEXED

166-2554-2271
DEC 16 1943

DEC 1 1943

SUGGESTION:

In regard to the disposition of extra copies of reports coming from other field offices, it is suggested that it be left to the discretion of the office receiving the report, how many copies should be placed in the file. Many of the field offices, possibly because of pride in their efforts, designate too many copies of reports for auxiliary offices, and the keeping of lengthy reports which fill up the file drawers appears to be unnecessary.

ADVANTAGES:

It would make more space available in filing cabinets.

DISADVANTAGES:

None

VOTE:

For - Unanimous

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP5 CJB/6ce

4323013

J.F.

*Exec Conf Memo
12-8-43
Bureau (typ 12-9-43)
WJC*

ENCLOSURE

66-2554-2272

JKM:BK

December 9, 1943

4323013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

THE DIRECTOR

DATE 5/8/91 BY SP5C/LC

The Executives' Conference with Messrs. E. A. Tamm, Tracy, Clegg, McGuire, Hendon, Acers, Quinn Tamm, Coffey, Carson and Mumford in attendance, considered a suggestion submitted by SAC N. J. L. Pieper, San Francisco, that the letters of justification for technical and microphone surveillances, which are now required weekly, be required only on a bi-weekly basis.

Mr. Pieper points out that his office maintains very complete logs of the information received from these surveillances, that they are carefully reviewed daily so that information of current value can be utilized, and that the value of the services of these various installations is the subject of frequent conferences between the Supervisors, the Agents, the sound men and himself. This is, of course, the type of procedure which must necessarily be followed by each office to comply with your outstanding instructions relative to the very close supervision and evaluation of such investigative aids.

You will recall that the letters to which Mr. Pieper referred are submitted not for informative or reporting purposes, but are required solely as a check on the field so that it will either have to justify each such installation weekly or discontinue it. This means that the Bureau receives over 200 such individual letters weekly which must be carefully reviewed. This constitutes a considerable burden of stenographic and file work, et cetera, both on the field and on the Seat of Government.

The members of the Executives' Conference present unanimously concur in the belief that the Seat of Government must continue to closely supervise the field in this type matter to insure that technical and microphone surveillances are used only when completely justified, but do feel that the submission of the letters bi-weekly would be entirely adequate. It was pointed out that it is not uncommon for a very productive surveillance of this kind to have periods of several days or even two or three weeks when the results are practically negative, and as a result it is necessary for the field to write in to the Bureau recording the fact that the installation has been of no value during the previous week, but nevertheless recommending that it be continued. It was felt that if the letters are required on a bi-weekly basis, the supervision and evaluation can be just as close and effective, the stenographic, clerical and Special Agent time will be halved, and the period covered will permit a much better evaluation.

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RECORDED & INDEXED

66-2554-3273
DEC 16 1943

DEC 17 1943

Memorandum for the Director

- 2 -

If you concur with the opinion of the Conference, an appropriate letter of instruction again emphasizing the absolute necessity for evaluation and close supervision will be prepared to the SACs instructing that hereafter the instant letters be submitted bi-weekly basis.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

OK
H

December 11, 1943

JAC:amr

THE DIRECTOR

The Executive Conference considered the suggestion of Special Agent Albert G. Macdonald of the Pittsburgh Office, that the Kardex Album showing the same information as the present form be used when non-expendable property is assigned for a short period to a Special Agent instead of the charge-out form, FD-18.

ACTION OF THE EXECUTIVE CONFERENCE: The Conference unanimously disapproved this suggestion inasmuch as the present system appears quite satisfactory, and the installation of a new system would mean establishing new forms and procedure. Those present at the Executive Conference were Messrs. E. A. Tamm, Quinn Tamm, Ladd, Carson, Acers, Rosen, Tracy, Coffey, Mumford, McGuire and Hince. It approved it is recommended the attached letter be forwarded to Special Agent Macdonald.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/8/91 BY SP5C/bce
#323013

cc - Mr. Tolson
cc - Mr. Glavin

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RECORDED & INDEXED
51

66-2554-2274
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41 DEC 17 1943

LAH:ET

December 14, 1943

THE DIRECTOR

The Executives' Conference unanimously approved furnishing three copies to each field office of the attached outline on the subject of Evidence, which was prepared by Supervisor J. A. Carlson of the Training and Inspection Division for field use. The purpose of this outline is to provide the Special Agent in Charge and selected Special Agents in each office with a concrete discussion which would be suitable for delivery before FBI Law Enforcement Conferences. In this way, it is believed the instructional value of the conferences can be improved.

Those present at the Conference were Messrs. E. A. Tamm, Glavin, Quinn Tamm, Carson, Clegg, Hendon, Tracy, Rosen, Acers, McGuire, Mumford, Ladd, Coffey, and Hince.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Gavin
Secretary

cc - Mr. Tolson
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP5CJ/bce
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DEC 17 1943

66-2554-2275

LAH:157

December 14, 1943

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP5 C/H/6

THE DIRECTOR

4323013

The Executives' Conference unanimously approved the following procedure to be followed in the handling at the Seat of Government of forms suggested by the field or by the divisions at the Seat of Government:

1. Forms received from the field for approval will be acknowledged immediately.
2. Communications submitting forms for approval will be routed to the Training and Inspection Division by the Files Section.
3. The Training Division will contact the division having interest in the substantive matter; for example, if it is a Selective Service form, the Security Division would be contacted for its views as to the merit of the form.
4. If the division interested and the Training Division believe that the form does not merit approval for obvious reasons, the form will be submitted to the Executives' Conference and the Director for consideration immediately.
5. If the form appears to merit favorable consideration, it will be forwarded to the Inspectors for their views and thereafter presented to the Executives' Conference and the Director.
6. If approved, the Division of Administration will be requested to have an adequate supply printed and three copies will be sent to each field office. A bulletin will also be sent to the field advising of the form and its use. One copy of the form will be placed in the appendix to the "Clerical Manual for Field Office Employees". Field offices will obtain additional copies of the form by requisition.
7. Forms initiated at the Seat of Government for use in the field shall be submitted to the Training Division by the division preparing it. These forms will be reviewed by the Inspectors prior to submission to the Executives' Conference and the Director.

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Gandy

cc - Mr. Tolson
Mr. Clegg

4 DEC 17 1943

INDEXED

66-2554-2276
21 DEC 17 1943

Memo. for the Director

to amendments prior to reprinting. This procedure has proved successful to date.

RECOMMENDATION: Unanimously favorable, those present at the Conference being Messrs. E. A. Tamm, Glavin, Quinn Tamm, Carson, Clegg, Hendon, Tracy, Rosen, Acers, McGuire, Mumford, Ladd, Coffey, and Hince.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

hbcjmr

November 23, 1943

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

THE DIRECTOR

DATE 5/8/91 BY SP5 C/bcc

#323,013

The Executives' Conference, those present being Messrs. Tolson, Tamm, E. A., Coffey, Glavin, Ladd, Tracy, Acers, Hendon, Mumford, Tamm, Q., Carson, Hince, and Clegg, approved the plan which the Captain in charge of mess facilities at Quantico had previously requested SAC Nichols to initiate concerning the distribution of tip funds among the employees in the dining room and kitchen at Quantico. This procedure is as follows:

1. The sum of \$50.00 per month is paid to the Mess Sergeant out of the tip fund. This was increased from \$40.00 to \$50.00 a short time ago at the suggestion of the Captain in charge of mess facilities.

2. In years past, the tip fund has been distributed on certain holidays. This has proven inevitable because the fund is usually so large at that time that many of the colored workers will go "AWOL", and with so much money on their persons, they will not return for two or three weeks, if over, and the Postess House officials requested that this fund be distributed monthly instead of on holidays. By so doing, it has been found that the employees are more contented, and by contrast, it has been found that in the bachelor officers' mess and at the officers' mess, due to a shortage of help, it has been necessary to convert the dining service into cafeterias.

3. In addition to the distribution of the tip funds, due to long service and loyalty, as well as ability, a special tip of \$10.00 is given to the head waiter, to the captain of the waiters, and to the chef. Also tips of \$3.00 were paid to kitchen workers who perform outstanding service, a special tip of \$5.00 to the chef's assistant, and \$2.00 to another assistant for special attention to detail and cleanliness. These special tips serve the purpose of gratuity and are looked upon as over and above salary payments.

4. The distribution of funds to these kitchen help would be apportioned as follows:

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Quinn Tamm _____
Nease _____
Gandy _____

8 parts to the chef

3 parts to the head waiter

6 parts to the captain of the waiters and the chief assistant to the chef

5 parts to the waiters and kitchen workers

cc - Mr. Tolson

Mr. Clegg

4 DEC 17 1943

66-2554-2277
21 DEC 17 1943

Memo. for the Director

In the event some of the waiters and assistants are new and did not serve for the full month, the pro rata proportion is reduced proportionately. Pro rata deductions are also made for unexcused absences.

The average distribution of funds has been approximately \$35.00 per employee per month.

The Executives' Conference unanimously recommended the above procedure.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

LAH:MT

December 15, 1943

THE DIRECTOR

The ^AExecutives' Conference approved the suggestion of Supervisor James S. Spratt, which was concurred in by Mr. Ladd, that the lecture before the In-Service School on the subjects, Denaturalization Proceedings, Exclusion, Alien Enemy Control, Security Matter and Foreign Travel Control, should be reduced from four hours to three hours. This recommendation was made since these programs do not now consume as much investigative activity as formerly, the number of Exclusion Orders has decreased, and the subject matter can now be covered in three hours, with one-half hour to be devoted to each of the subjects, Exclusion, Alien Enemy Control, Security Matter and Foreign Travel Control, and one hour to be devoted to Denaturalization Proceedings.

Those present at the Conference were Messrs. E. A. Tamm, Glavin, Clegg, Coffey, Hendon, Acers, Ladd, McGuire, Quinn Tamm, Mumford, and Hince.

Respectfully,
For the Conference

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/8/91 BY SP5C/bce

#323013

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Tolson
Mr. Clegg

RECORDED

INDEXED

66-2554-2278
DEC 17 1943

Tolson
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4 DEC 17 1943

WRG:lrd

December 16, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Quinn Tamm, Carson, Hince, Acers, Hendon, McGuire, Mumford, Tracy, Ladd, Coffey, Rosen and Glavin, considered a suggestion submitted by Special Agent Mohr of the Administrative Division concerning legal residence and dual headquarters.

Special Agent Mohr suggests that when an Agent changes his legal residence he do so by formal communication to the Bureau and not merely by an entry on his personnel status form which is submitted once each year.

It is pointed out for the Director's information that the Bureau does not approve per diem for a man at his legal residence and many times a man may not consider a city his legal residence yet it may show on our records in the Bureau as such, the Agent has not formally advised the Bureau in writing of the change of legal residence and for that reason when he works in that particular city, if we show it as his legal residence, per diem payments cannot be made. This works an undue hardship, particularly when a man who may have lived in a city at one time and claimed it as a legal residence, has moved his family and has no ties in the city whatsoever and has to pay the same hotel and lodging expenses as do other Agents, yet due to the fact that he has not formally advised the Bureau concerning his change of legal residence, a question is raised when per diem charges are submitted and payment is withheld.

Should the Director approve, the attached bulletin will go forward to the field.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson, Chairman

H. E. Glavin, Secretary

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Quinn Tamm _____
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Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 5/8/91 BY SP5E/bce
43230/13

Attachment

4 DEC 17 1943

INDEXED

DEC 17 1943

December 6, 1943

NHM:mgc

MR. TOLSON

RE: JOHN H. PIERCZYNSKI
IDENTIFICATION OFFICER
CHARLOTTE, NORTH CAROLINA POLICE DEPARTMENT
FBI WPA APPLICANT - 24TH SESSION

Executive Conference

Sources of Information: School records, former employers, references, employer, neighbors, credit and criminal records, and Selective Service records.

Applicant was born October 29, 1903 at Oglesby, Illinois. Applicant attended elementary school at Oglesby from 1909 to 1916 and during 1918 to 1919 he was employed by the cement mills at Oglesby, Illinois. Applicant's mother is reported to have eloped shortly after birth of the youngest child leaving the father to care for the family. Outside of this incident applicant's family has a good reputation. Applicant enlisted in the U. S. Navy June 30, 1920, at Peoria, Illinois and was honorably discharged on June 30, 1922 at Hampton Roads, Virginia. He was recommended for a good conduct medal and re-enlistment. Applicant was employed by the Clyde Steamship Company at Charleston, South Carolina from 1922 to 1923 and worked for a short time in a grocery store in Charleston in 1924. From 1924 to 1935 applicant was with the Charleston, South Carolina Police Department where his record was entirely satisfactory. Applicant was a member of the South Carolina National Guard from 1923 to 1925. He left the Charleston Police Department to accept a position as Superintendent of the Identification Division of the Charlotte, North Carolina Police Department where he has been employed since 1935. Applicant is highly recommended by references, neighbors and fellow law enforcement officers.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Harbo

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Piper

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

Applicant is married and has three children and is classified in 3-A (H) by the Selective Service Board. Applicant's credit rating is satisfactory and no criminal record was located.

Recommendation: FAVORABLE. If approved, the attached teletype and letter of invitation will be sent.

Attachments

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/18/91 BY SP5 CJB/62
#323,013

Very truly yours,
RECORDED

H. H. Clegg

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| 66-2554-228 |
| FEDERAL BUREAU OF INVESTIGATION |
| DEC 17 1943 |
| U. S. DEPARTMENT OF JUSTICE |

DEC 28 1943

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ORIGINAL COPY FILED IN 30-4-22

November 30, 1943

LAH:PMJ

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP5CJ/bc
#323,13

THE DIRECTOR

The Conference considered the request of Alberto Fernandez Mendez, who describes himself as Chief of Security and Identification of the National Police, Tolima Division, Colombia, that he be permitted to study at the FBI National Police Academy. He represents a state organization and not a national organization.

He points out that he has been authorized by scholarship given by the Department of Tolima, Colombia, and his period of study in the academies in the United States will be two years. He points out that in August, he wrote the Colombian Ambassador, furnishing all necessary data and requesting the Colombian Ambassador to furnish a certificate of acceptance as a student so that he might present this to the Secretary of Education of Tolima and to the United States Ambassador in Colombia. He mentions his conversations with Mr. D. E. Clegg of SIS in Bogota. He has also corresponded with the New York Police, who have promised to furnish information to him through the Colombian Consul General. Mendez mentions, however, that he has not received any further communication indicating that the New York Police have taken the action promised.

RECOMMENDATION: The Conference believed that the Bureau was not in a position to furnish training of such an extended period as two years and recommended that Mendez be informed that although we would be glad to have him visit the Bureau while he is in the United States, facilities for training for long periods are not available.

Those present at the Executives' Conference were Messrs. Glavin, Tracy, G. Tamm, Acers, Mumford, Hendon and Hince.

Respectfully,
For the Conference

RECORDED & INDEXED

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-2281
FEDERAL BUREAU OF INVESTIGATION
DEC 12 1943
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL

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Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

cc - Mr. Tolson
Mr. Clegg

55 DEC 23 1943

ORIGINAL FILE IN 66-2554-2281

December 11, 1943

JAG:amr

THE DIRECTOR

The Executive Conference considered the suggestion of SAC Hanni to issue attendance diplomas to officers attending each FBI Law Enforcement Officers' Conference during the year.

ADVANTAGES: It would tend to inspire attendance and afford them a certain degree of pride, and serve as a justification to the community in attending these conferences.

DISADVANTAGES: Keeping a record of attendance would be very unwieldy and would require considerable accounting work, particularly in larger offices with large attendances at the conferences.

ACTION OF THE EXECUTIVE CONFERENCE: The Conference unanimously disapproved this suggestion. Those present being Messrs. E. A. Tamm, Quinn Tamm, Ladd, Carson, Acers, Rosen, Tracy, Coffey, Mumford, Nichols and Hince. If the recommendation of the Executive Conference is approved by the Director, it is suggested the attached letter be forwarded to SAC Hanni.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP-10/bca
323013

Clyde Tolson
Chairman

W. B. Glavin
Secretary

cc--Mr. Tolson
Mr. Clegg

Tolson
E. A. Tamm
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RECORDED

EX-10

66-2554-2282
FEDERAL BUREAU OF INVESTIGATION
DEC 20 1943
TELETYPE UNIT

DEC 22 1943

ORIGINAL COPY FILED IN 66-7344-250

December 11, 1943

JLC:amr

THE DIRECTOR

The Executive Conference considered the suggestion of Special Agent Vincent R. Kinney, while attending In-Service Training, that a new Agent reporting from training school always be accompanied by an experienced Agent when first contacting officials and officers of the local police department. It was appreciated that this procedure is highly desirable and is followed at the present time so far as is practical, particularly concerning contacting police departments in the headquarters city and resident agencies. However, if the procedure were followed in all instances, it would mean that a new Agent would necessarily have to be accompanied on his first road trip by an older experienced Agent which is not possible or practical under all conditions.

ACTION OF THE EXECUTIVE CONFERENCE: The Conference unanimously disapproved the suggestion in view of the fact the practice is substantially followed at the present time.

Those present at the Conference were Messrs. E. A. Tamm, Quinn Tamm, Ladd, Carson, Acers, Rosen, Tracy, Coffey, Mumford, McGuire and Hince.

If approved, it is recommended the attached letter be forwarded to Special Agent Kinney.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP5CJ/bca
#323013

Respectfully,
FOR THE CONFERENCE

RECORDED

Clyde Tolson
Chairman

166-2554-2284

33 DEC 17 1943

V. R. Glavin
Secretary

[Handwritten signature]

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

cc - Mr. Tolson
cc - Mr. Clegg

2 DEC 16 1943

JOHN EDGAR HOOVER
DIRECTOR

**Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.**

hhc;mw

December 8, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference, those present being Messrs. E. A. Tamm, Tracy, Quinn Tamm, Acers, Hendon, Nichols, Hince, Mumford, Ladd, and Clegg, considered the suggestion that when a field office receives copies of a report that the Special Agent in Charge of the receiving office exercise his discretion as to how many copies should be retained. It was pointed out that many field offices, possibly because of pride in their efforts, designate too many copies of reports for auxiliary offices, resulting in the retention of too many copies of reports unnecessarily by receiving offices.

It was the unanimous opinion of the Executive Conference that the proper procedure to follow in this case would be for the receiving office to return, by routing slip, to the office making the report any surplus copies and that the receiving office make a change on the copies placed in their file to show the exact number of copies retained. By returning the copies to the reporting office, the purpose will be served of calling the attention of the reporting office to the fact that too many copies of reports were furnished and also it would permit the correction of the records of the reporting office to show exactly the number of available outstanding copies of the report at each field office.

If this is approved, there is attached hereto a bulletin to the field to this effect.

Respectfully,
For the Conference

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DATE 3/8/91 BY SP5CJ/bce
#323013

"OK" H.

Clyde Tolson
Chairman

FOR DEFENSE



BUY
UNITED
STATES
SAVINGS
BONDS
AND STAMPS

cc - Mr. Tolson
Mr. Clegg

62 DEC 22 1943

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| 66-2554-2285 |
| FEDERAL BUREAU OF INVESTIGATION |
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December 10, 1943

OSG:SCS

THE DIRECTOR

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DATE 5/8/91 BY SP5E/bce
#323013

The Executive Conference, Messrs. D. A. Tamm, Glavin, Coffey, Rosen, Clegg, Ladd, McGuire, Acers, Mumford, Hendon and Carson being present, considered a prior suggestion that the Bureau pay the transportation cost of transporting furniture for GIC employees to and from their points of assignment in Latin America.

This matter has been previously considered, and research has been conducted at the State Department and elsewhere in order to ascertain the regulations followed by the State Department in connection with this matter. It has been determined that the State Department foreign service offices are specifically covered with regard to furniture shipments (including personal belongings of employees or members of employees' families such as personal baggage, etc., and virtually all other types of belongings, including necessary groceries but not wines, liquors or household pets such as animals or birds) by public legislation which applies only to the foreign service personnel of the State Department. There is similar legislation applying specifically to Army and Navy officers, etc.

There is apparently no legislation of any kind that would apply to Bureau employees except Executive Order No. 8588 of November 17, 1940, effective October 10, 1940, which was issued under the authority of public law No. 339 of the 76th Congress, which Executive Order covers the payment of costs of shipment of furniture and household effects of Bureau personnel within the United States. The language of this Executive Order, however, apparently constitutes sufficient authority for the Bureau to pay shipping charges in connection with the shipment of furniture and household effects to our personnel on GIC assignments, inasmuch as the headquarters of these employees are actually fixed for par diem purposes in the Latin American cities in which they are assigned. There is apparently no appreciable difference with regard to the application of this order in so far as employees in foreign countries are concerned, except that larger gross weight would ordinarily be allowed under the terms of the order due to the fact that most of the shipments would be by steamship.

It should, of course, be noted that the Executive Order in question is much less liberal than the State Department regulations, which are based upon statutory authority contained in each State Department foreign service appropriation bill (for instance, per diem is paid to members of a State Department employee's family while such State Department

Mr. Tolson
Mr. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Coffey
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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66-2554-2286

employee, accompanied by his family, is under transfer).

Under the terms of the Executive Order which would apply to Bureau personnel, shipping charges only would be payable, and no charges for insuring the items shipped would be payable by the government.

CONFERENCE ACTION

The members of the Executive Conference, with the exception of Messrs. Hendon and Carson, recommend that the Bureau pay the costs (from SIS funds) of shipping SIS employees' furniture to them on assignment in Latin America upon request and further that we similarly pay shipping charges in connection with the transportation of furniture back to the United States when the assignments are terminated for any reason. These majority members of the conference recommend that the Bureau pay shipping costs in connection with the transportation of furniture from Latin America to the United States even though the furniture was acquired in Latin America and was not originally shipped down from the United States for use by the employees while on assignment in Latin America.

The majority of the conference point out that this is only fair, inasmuch as representatives of other governmental departments operating on official business in foreign countries enjoy such privileges to a more liberal extent than would Bureau employees under this procedure.

VIEWS OF MESSRS. HENDON AND CARSON

Messrs. Hendon and Carson recommend that the Bureau not undertake to pay any of the shipping costs with regard to the transportation of furniture or household effects of employees on SIS either to or from Latin America for the following reasons:

1. SIS employees do not have their families with them as do representatives of other governmental agencies for which reason there is no necessity for them to take furniture from the United States. They do not have to maintain living establishments with their families as is the ordinary case with regard to representatives of other government departments, including the State Department. SIS assignments are, in every sense, temporary war-time assignments. Other government departments are covered by specific legislation, which, of course, was passed in peace time, inasmuch as such departments operate in foreign countries regularly in peace time as well as war time.
2. In order to comply with provisions of the pertinent Executive Order, a large amount of additional "red tape" and work, clerical and otherwise, will be placed upon the Bureau in handling these shipments, particularly with regard to the undercover personnel, inasmuch as the shipments will have to be handled in such a way as to not uncover the personnel involved. It is not believed that this additional detail and work on the part of the Bureau is justified, inasmuch as

there is no necessity for the employees taking furniture to Latin America in order to maintain proper living standards.

3. Inasmuch as none of the employees take their wives or families with them, it is believed a foregone conclusion that very few, if any, will desire to transport any furniture from the United States to Latin America. The procedure recommended by the majority of the conference, it is believed by Messrs. Hendon and Carson, will only result in the Bureau's being required to pay the transportation of a large number of items back to the United States in the way of antiques, bargains and various items in the nature of furniture and household effects purchased by the employee while on assignment. It is believed by Messrs. Hendon and Carson that this transportation of items purchased in Latin America back to the United States at government expense would develop into something of a "racket." Tariff laws and regulations in Latin America being completely different from those in the United States, it is, of course, possible to purchase many items much cheaper than in the United States. This would apply to certain types of rugs, china, pottery, antiques, mahogany and many other items.

Messrs. Hendon and Carson are of the opinion that the suggested procedure would, in the final analysis, result in the transportation of a very large amount of items of this kind to the United States from Latin America at Bureau expense, and that there would actually be very little transportation of legitimate furniture utilized by the agents and other employees in maintaining proper living conditions in Latin America.

Respectfully,
For the Conference,

Clyde Tolson
Chairman

W. R. Glavin
Secretary

LAH:LV

December 14, 1943

THE DIRECTOR

The Executives' Conference considered the suggestion of Supervisor J. A. Carlson that Field Form FD-82 be eliminated on the grounds that it is not unnecessary because it duplicates in function another form. Form FD-82 is an exhibit memorandum which has been used in the past by Special Agents to advise the Chief Clerk of information concerning exhibits which had been turned over to the Chief Clerk's Office in the field office for filing. Recently the Bureau adopted the procedure of having available in all field offices a supply of envelopes bearing a rubber stamp impression which, when filled out, would contain the necessary identifying data with respect to evidence, and evidence is then placed in the envelope and forwarded to the Chief Clerk.

RECOMMENDATION: The Conference approved eliminating Form FD-82, with the exception of Mr. Acers who was opposed to having Special Agents place identifying data in their own handwriting on the exhibit envelopes as would be required under the recommended procedure. All others present favored the suggestion, namely Messrs. E. A. Tamm, Glavin, Quinn Tamm, Carson, Clegg, Hendon, Tracy, Rosen, McGuire, Mumford, Ladd, Coffey, and Hince.

ACTION: If approved, the attached bulletin will be sent, advising the field of the elimination of the form and of the presently approved procedure.

Respectfully,
For the Conference

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#323,013

Clyde Tolson
Chairman

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W. R. Glavin
Secretary

66-2554-2287
FEDERAL BUREAU OF INVESTIGATION
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U. S. DEPARTMENT OF JUSTICE

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Quinn Tamm
Nease
Gandy

cc - Mr. Tolson
Mr. Clegg

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ORIGINAL COPY FILED IN 66-2554-218

SJT:ja

November 27, 1943

THE DIRECTOR

Re: Publication of Pamphlet

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Glavin, Quinn Tamm, Coffey, Ladd, McGuire, Mumford, Carson, Acers and Tracy, recently considered a suggestion of Mr. Tracy that the Director publish over his signature a small pamphlet on the subject "Footprinting of Infants" to be furnished to all hospitals and doctors throughout the country. It was pointed out to the Conference that there have been many instances recently reported in the newspapers where the identification of infants in hospitals has resulted in publicity or court action to establish identity. The majority of the Conference suggested that a proposed draft of such a bulletin be drawn up for its further consideration.

There is attached hereto a proposed draft of a message from the Director to all hospitals and doctors which advises them in plain understandable words how a footprint of an infant should be taken. There is also set forth in the pamphlet a sample card for the recording of the footprint in the files of the hospital.

It is not proposed that the Bureau furnish the cards or that the Bureau in any way take part in the footprinting of infants.

The Messrs. Tolson, Quinn Tamm, Coffey, Ladd, McGuire, Mumford, Carson and Tracy are in favor of the publication of such a message from the Director on the ground that there is a need for the information in medical and hospital circles; that simple instructions are proper coming from the Director; that such a publication will be of great benefit and assistance with a minimum of cost to the Bureau.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Glavin _____
Mr. Coffey _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____

If approved, arrangements will be made for the printing of the pamphlet and its distribution throughout the Medical Society, to all doctors and hospitals.

ALL INFORMATION CONTAINED

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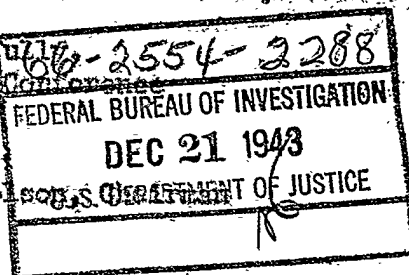
DATE 5/8/91 BY SP5CIB/CE

#323013

Respectfully,
For the Conference

RECORDED

Clyde Tolson, U.S. DEPARTMENT OF JUSTICE



W. R. Glavin, Secretary

ADDENDUM: 12-16-43 - The Executive Conference, on December 15th voted to reconsider the publication of the (over)

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December 2, 1943

THE DIRECTOR

Re: Hours of the Identification Division

The Executive Conference, consisting of Messrs. Tolson, Glavin, Mumford, Ladd, Carson, McGuire, Hendon, Acers and Tracy, considered a suggestion of the Identification Division that the regular day shift hours of the Identification Division which are now 8:30 A. M. to 5:00 P. M., be changed to 8:00 A. M. to 4:30 P. M.

The Conference was advised that approximately sixty per cent of the entire personnel of the Identification Division have applied to work the 60-hour week, the hours being 8:00 A. M. to 6:30 P. M. Therefore, it would eliminate confusion if all employees in the Identification Division were to start to work at the same time, i.e., 8:00 A. M. The hours proposed would provide for a minimum of confusion and would aid considerably in supervision.

The Conference was unanimously in favor of the suggestion and, if approved, the appropriate announcement will be prepared immediately.

Respectfully,
For the Conference

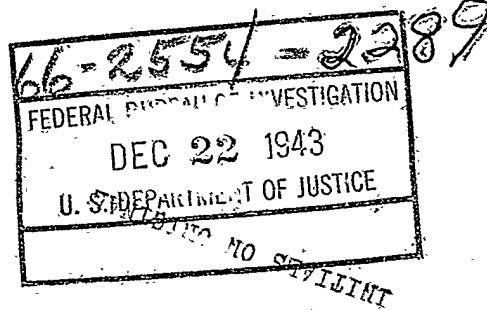
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DATE 8/8/91 BY SP5C/bce
#323013

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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November 24, 1943

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THE DIRECTOR:

Mr. Hanni suggested at the Regional Conference of Special Agents in Charge at Chicago that the Bureau instruct Field Offices to eliminate unnecessary information in teletypes which are transmitted for the purpose of trying to determine the status of a Selective Service violator. Typical of such unnecessary information in a teletype was the physical description of the subject.

Mr. Hanni was of the opinion the name would be sufficient. He also pointed out that 50% of the expense was presently unnecessary; that all the data necessary would be the name used when registering, the address, the date of registration and the registrant's birth date. The draft board does not have a physical description of the registrant anyway.

Those in opposition pointed out that sometimes there are many people of the same name registered at the same board. Frequently there are cases where someone in custody is using the name of the other person and the imposter can be identified as such only by the physical description. Frequently the registrant does not remember his own correct birth date. The additional expense is negligible since teletypes are on a time basis rather than a word basis.

The vote at the Special Agent in Charge Conference was:

FOR: Mr. Hanni.

AGAINST: Messrs. Kuhnle, Bugas, O'Connor, Hallford, Belmont, McFarlin, Cornelius, Drayton, Norris, Brantley, Rhodes, Flood, Dalton, Boardman and Hostetter.

The Executives' Conference were unanimously opposed for the reasons cited above. Those in attendance at the conference were Messrs. Ladd, Nichols, Hendon, Acers, Tracy, Q. Tamm, Coffey and Clegg.

Respectfully,
FOR THE CONFERENCE

RECORDED

Clyde Tolson
Chairman

CC. Mr. Tolson
CC. Mr. Clegg

66-2554-2290

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| FEDERAL BUREAU OF INVESTIGATION |
| W. R. Glavin Secretary |
| DEC 29 1943 |
| U. S. DEPARTMENT OF JUSTICE |

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December 13, 1943

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THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Quinn Tamm, Ladd, Mumford, McGuire, Hendon, Clegg, Carson, Coffey, Acers, Rosen and Glavin was advised that at the present time Form FD-107, a copy of which is attached, is forwarded to the Special Agent in Charge at the time a Special Agent who has just completed training school goes to the Field Office. The form is placed in the personnel file of the Agent and is available as a record of the property in the possession of the Agent and is transmitted to other offices as the Agent is transferred. There is sufficient space on this form to permit the recording of additional property and to note any deletions.

It has been brought to the Bureau's attention in the past that this form has been used by the Field in submitting the regular yearly inventory of property assigned to Bureau personnel. The form set up is not particularly adapted for this purpose, there being another form, FD-22, which has long been in use for the submission of a list of Bureau property in the possession of any particular Bureau employee when inventory is requested. It is suggested that Paragraph 4 of Section 6R Manual of Rules and Regulations, be changed to read as follows:

Maintained in the personnel file of each Special Agent is Form FD-107. All property charged to a Special Agent is to be listed on this form. As additional property is assigned to a Special Agent, proper notations are to be made on Form FD-107. Likewise, any deletions are to be properly noted on this form. Should an Agent be transferred, Form FD-107 is to remain in the personnel file transmitted to the new office of assignment. Form FD-107 is not to be used for the purpose of submitting the annual inventory which all employees are required to submit on April 15 of each year.

A copy of Form FD-22 is also attached for the Director's information. The Conference recommends approval of the suggestion made.

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66-2554-122
FEDERAL BUREAU OF INVESTIGATION
Respectfully submitted
FOR THE CONFERENCE
U. S. DEPARTMENT OF JUSTICE

CC: Mr. Tolson
Mr. Clegg

32 DEC 27 1943

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-1734-2-255
ORIGINAL FILED IN

JKM:EK

December 7, 1943

Director
W. R. Glavin

The Executives' Conference with Messrs. E. A. Tamm, Glavin, Coffey, Tracy, Ladd, Acers, Hendon and Mumford in attendance, had presented to it by Mr. Ladd the problem of whether internal security and other national defense type investigations involving Communists should be assigned to police agencies for handling. Mr. Ladd pointed out that on the one hand some offices have several hundred such cases in a pending status awaiting handling and practically no other work of a type which can be given police, and on the other hand, we have experienced considerable embarrassment because of indiscreet practices employed by local police agencies where suspected Communists or Communist sympathizers were involved. As you are aware, the Communist Party is apparently trying to "build up a record" against the Bureau and has issued instructions that members immediately report name, identification, and full details concerning any interview with them by an Agent.

The members of the Conference present unanimously concurred with Mr. Ladd's expression of opinion that it is unwise to assign this type case to local police agencies. They did not feel, however, that a categorical rule to the contrary should be placed in effect, but rather that the field should be instructed that extreme caution should be exercised in assigning such cases, and local police should be called upon only in those rare instances where the situation is such that the Special Agent in Charge feels they can handle the particular matter without fear of embarrassment.

There is attached for your approval, if you concur with the opinion of the above named Executives' Conference, a bulletin advising the field along the lines indicated.

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Respectfully,
For the Conference

Clyde Tolson
Chairman

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W. R. Glavin
Secretary

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Attachment

DEC 29 1943

66-2554-2292
DEC 24 1943
U. S. DEPT. OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
INITIALS

ORIGINAL FILED IN 66-9-115

WRG:lrd

December 3, 1943

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DATE 5/8/91 BY SP5C/HCC

#323013

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Mumford, Hince, Glegg, Acers, Hendon, Carson, Quinn Tamm, Tracy and Glavin considered a suggestion made by Mr. Hendon that a uniform Daily Report Form for Stenographers be devised for use at the Seat of Government. Inquiry had revealed that the various sections and divisions utilize different types of Stenographers' Daily Reports and that there is even a lack of uniformity among the various Stenographers in the same section in filling out such reports as they now utilize.

The matter was referred to a Sub-Committee consisting of Messrs. Hendon, Tracy and Acers who suggested the use on a sixty-day trial basis of the attached report.

The majority of the Conference recommended the adoption of this daily report for a sixty-day trial period.

Mr. Glavin opposed its use, he feeling, first, that with the supervisory Stenographers and the break-down in sections we have at the Seat of Government today it should not be necessary to be burdened with a long, detailed, complicated daily report; that, second, although the comment has been made that it would take very little time to prepare this report, he, Mr. Glavin, is of the very definite opinion that we would waste a lot of time of each employee in preparing the report in question since detailed information is necessary and only by a perusal of the pending work and notations of completed work could the information be secured. Mr. Glavin feels that we would lose a considerable number of employee days each day through the adoption of this report since many of the Stenographers undoubtedly would start to prepare the report prior to the close of the business day, we losing this amount of time from active necessary work. Third, that in getting the reports from the Stenographers we are only touching the surface, that the typist and clerical staff which do typing and other types of work in divisions other than Ident and Files is large, we would have no check on the production of these employees and we would have no record on a small part of the staff while a larger part of the staff continued without a record of work performed by them.

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U. S. DEPARTMENT OF JUSTICE

JAN 21 1944

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MEMORANDUM FOR THE DIRECTOR

- 2 -

Fourth, Mr. Glavin feels that it is another report that is just being made for reports sake and will serve no useful purpose at all after it is completed.

*I agree with Glavin.
However all daily reports
should be cut out and
not allow individual
Divisions to set up
their own.*

(S) H.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC - Mr. Clegg
CC - Mr. Tolson

JKM:EK

November 24, 1943

THE DIRECTOR

The Executive Conference attended by Messrs. Tolson, Glavin, Tracy, Quinn Tamm, Acers, Coffey, Hendon, Hince and Mumford, considered a suggestion by ASAC H. Weston Segura, Huntington, that every person within draft age in all types of Bureau cases be questioned by Bureau Agents concerning his Selective Service status, and that a form letter, a sample of which was attached, be forwarded to the field office having jurisdiction over the subject's Local Board to effect a check of his status. No reply would be required to the form letter unless the individual had been reported delinquent. Mr. Segura points out that while it has been the policy of the Bureau to check the Selective Service status of all subjects in custody, it appears that in many cases it has not been done and he feels that his suggestion, if adopted, would correct the oversights.

Specific instructions are presently in effect that in any case in which there is any question of the Selective Service status of a person in whom the Bureau is interested, the matter should be thoroughly run out. Mr. Segura cites no specific instances in which Bureau personnel has been derelict in this regard and the Conference knew of none. The suggested system would place this investigative step on a routine form basis, resulting in the transmittal of the form letters in a high percentage of cases where not justified, thereby encouraging the ignoring of them or at best long delay in their handling.

The Executive Conference was unanimous in its opinion that the suggested procedure is not justified and that any derelictions can be corrected through re-emphasis of the present instructions in In-Service Schools.

If you concur, there is attached for your signature a letter of acknowledgment and a restatement bulletin.

Respectfully,
For the Conference

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Clyde Tolson
Chairman

W. R. Glavin
Secretary

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74

Attachment

66-2556-2294
FEDERAL BUREAU OF INVESTIGATION
DEC 30 1943
U. S. DEPT. OF JUSTICE

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November 27, 1943

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DATE 5/8/91 BY SP5C/bce

THE DIRECTOR

The Conference on November 27, 1943, considered the proposal of Mr. Martin in the Laboratory that the procedure for maintaining examiners' longhand work notes be changed so that they are arranged chronologically in Acco binders and maintained by the examiner for a period of two years and that after that period they be sent to the Records Section, still in the Acco binder, to be stored in the Records Section filed behind the name of the examiner.

Mr. Martin's proposal was prompted by the present difficulty which the Records Section is having in locating the work sheets in STOLLNAP, which work sheets are about eight years old.

Messrs. Coffey, Keers, and Mumford were of the opinion that the present rule should be continued. This rule which was ordered in effect in December, 1939, provides for the temporary retention of the work sheets by the examiner until the immediate likelihood of trial is past, after which the work sheets are individually routed to the Records Section and placed permanently in the administrative case file.

None of the Conference supported Mr. Martin's proposal for handling the work sheets.

Messrs. Glavin, Tracy, C. Tamm, McGuire, and Hendon proposed a new modification for handling the sheets to the effect that the work notes of the examiner be immediately routed with the outgoing report to the Records Section to be placed in the administrative case file.

Mr. E. A. Tamm

Mr. Clegg In opposing this latter recommendation, Mr. Coffey pointed out that the Mr. [redacted] examiners unanimously desired to keep their work sheets for a temporary period of time and that they find them most useful as a ready reference to their Mr. [redacted] findings in connection with questions asked regarding the case and in connection with Mr. [redacted] subsequent examinations of other evidence in the case. Mr. Coffey also pointed out Mr. [redacted] that under the latter recommendation, if these work sheets were at all delayed in Mr. [redacted] filing it would leave the examiners and the Laboratory as a whole without any ready Mr. [redacted] reference to the examiners' findings in the case, particularly in the police cases Mr. [redacted] where the Laboratory itself maintains no file folder.

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Piper

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

Mr. Tolson
Mr. Glavin

Respectfully,
For the Conference,

Clyde Tolson, Chairman

14 DEC 1 1943

E. R. Glavin, Secretary

DEC 1 1943 750

18255-11-28 m/k

January 31, 1943

URG:HEB

THE DIRECTOR

The following members of the Executive Conference, Messrs. Tolson, E. A. Tamm, Quinn Tamm, Nichols, Carson, Coffey, Hendon, Mumford, Rosen, Tracy, and Glavin, considered the following matter, that a review had been made of the portable search-lights assigned to the Field Offices at the present time. Mr. Coffey recommended that each office be assigned four portable search-lights with the exception of the largest offices, where there would be assigned no more than eight.

The Conference was advised that the recommendation was made by Glavin that eight search-lights of this type be sent to New York; that Los Angeles, Newark, San Francisco and Chicago have six each, and the other Field Offices have four portable search-lights.

Appropriate steps are being taken by the Supply Section, Chief Clerk's Office, to supply the Field Offices as above-mentioned.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. L. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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DATE 5/8/91 BY SP5 JLB/lee
#23013

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66-2554-2295
FEDERAL BUREAU OF INVESTIGATION
DEC 31 1943
U. S. DEPARTMENT OF JUSTICE

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Lah:jmv

December 6, 1943

THE DIRECTOR

The Executives' Conference considered a suggested Foreign Travel Control Manual submitted by the Miami Field Division, prepared by Special Agent Leon O. Prior of that office. The Manual has been reviewed by the Security Division and the Training Division. Both divisions recommend unfavorably for the following reasons:

1. It should not be approved for general use in the field as the material applies to relatively few field divisions.
2. It would impose an added burden of keeping another manual up to date when, as a matter of fact, most of the subject matter has previously been printed in bulletins and in the National Defense Manual, and the procedures are constantly changing.

The Conference felt that there would be no objection to Special Agents of the Miami Field Division using this compilation of memoranda, bulletins, and instructions as a guide in the handling of Foreign Travel Control work in Miami, but that it should not be an official publication for general distribution throughout the field.

RECOMMENDATION: The Conference unanimously recommended unfavorably with respect to the adoption of a Foreign Travel Control Manual. Those present at the Conference were Messrs. E. A. Tamm, Ladd, Rosen, Acers, Hendon, Carson, McGuire, Q. Tamm, Mumford, and Hince.

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DATE 5/8/91 BY SP5C/bce
#323013

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc - Mr. Tolson
Mr. Clegg

3 JAN 3 1944

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INDEXED

DEC 31 1943

U. S. DEPARTMENT OF JUSTICE

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DEC 11 1943

66-2554-2296
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

hnc:hd

November 24, 1943

MR. TOLSON:

The Special Agents in Charge at the Regional Conference at San Francisco recommended that in the future the "Status" and "Special Attention" be placed immediately underneath the synopsis of facts and to the immediate right of the status of the report on the first page.

To do this, it was believed, would make it unnecessary to remove abstract slips when the stamps are affixed at the top. It will attract the attention of the Special Agent in Charge at the time the report is signed. It will serve the purpose better than at the top of the page and will eliminate the possibility of the abstract slip being detached from the report by someone trying to read the stamp when affixed carelessly at the top.

The Special Agents in Charge were unanimously in favor, those in attendance being Messrs. Nathan, Hood, Duffy, Logan, Suran, Fletcher, Kramer, Bryce, Stein, Nicholson, Newman, Thornton, Pieper.

The present requirement is that the stamps on the Selective Service Reports be affixed to the immediate right of the office of origin at the top of the first page of the report form. There should be no occasion for the abstract slip covering this up unless abstract slips are carelessly attached, but in view of the so-called added convenience, the Executives' Conference agreed that the rubber stamps would be more conspicuous at the place where the Special Agents in Charge suggested it be affixed, and agreed this would be a suitable procedure.

If this is approved, there is attached a bulletin for this purpose.

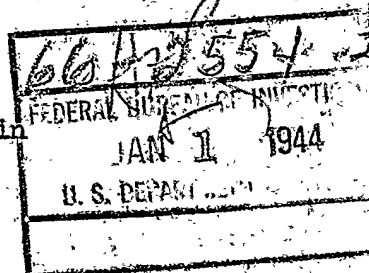
Those in attendance at the Executives' Conference were Messrs. Ladd, Nichols, Hendon, Acers, Tracy, Q. Tamm, Coffey, Clegg.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

RECORDED

W. R. Glavin
Secretary



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#323013

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

CC. MR. TOLSON
MR. CLEGG

62 JAN 12 1944 750

SUGGESTION:

It is suggested that the present Bureau instructions pertaining to the location of the "status" and "special attention" stamps on selective service cases be changed and be reflected to the right of the status of the case on the first page.

ADVANTAGES:

1. You will not have to remove the abstract slips in order to place the stamp thereon.
2. In supervising it is obvious that the stamp has been placed at the time the signature is placed thereon.
3. It will serve the purpose there as well as at the top of the page.
4. It will eliminate the possibility of the abstract slip being detached from the report.

DISADVANTAGES:

None.

VOTE:

For:

NATHAN, HOOD, DUFFY, LOGAN, SURAN, FLETCHER,
KRAMER, BRYCE, STEIN, NICHOLSON, NEWMAN,
THORNTON, PIEPER

Against:

None.

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DATE 5/1/91 BY SP5CJ/lca

#323013

66-2554-2297
ENCLOSURE

OFFICE OF THE DIRECTOR
FEDERAL BUREAU OF INVESTIGATION

10/13 1943

| | |
|-----------------|---------------------|
| ___ Mr. Tolson | ___ Mr. Hendon |
| ___ Mr. Tamm | ___ Mr. Hince |
| ___ Mr. Clegg | ___ Mr. Laughlin |
| ___ Mr. Coffey | ___ Mr. Long |
| ___ Mr. Glavin | ___ Mr. Mumford |
| ___ Mr. Ladd | ___ Mr. Patterson |
| ___ Mr. Nichols | ___ Mr. Renneberger |
| ___ Mr. Rosen | ___ Mr. Starke |
| ___ Mr. Tracy | ___ Mr. Quinn Tamm |
| ___ Mr. Acers | ___ Mr. Nease |
| ___ Mr. Carson | ___ Miss Gandy |
| ___ Mr. Harbo | ___ |

| | |
|--------------------|---------------------|
| ___ Miss Beahm | ___ Records Section |
| ___ Miss Teller | ___ Personnel Files |
| ___ Telephone Room | ___ Reading Room |
| ___ | ___ |

| | |
|----------------------|--------------------|
| ___ For Your Info. | ___ Please Initial |
| ___ Note and Return | ___ See Me |
| ___ File | ___ Call Me |
| ___ Return With File | ___ Recopy |

John — Logan

#323013

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DATE 5/8/91 BY SP5ci/bce

FEDERAL BUREAU OF INVESTIGATION

1410 1943

TO:

| | |
|--------------------|--------------------------|
| ____ Director | ✓ Mr. Nease |
| ____ Mr. Tolson | ____ Mr. Patterson |
| ____ Mr. E.A. Tamm | ____ Mr. Tolson |
| ____ Mr. Clegg | ____ Mr. Skousen |
| ____ Mr. Coffey | ____ Mr. E.A. Tamm |
| ____ Mr. Glavin | ____ Mr. Quinn Tamm |
| ____ Mr. Ladd | ____ Miss Gandy |
| ____ Mr. Rosen | ____ Records Section |
| ____ Mr. Tracy | ____ Pers. Records Sect. |
| ____ Mr. Carson | ____ Reading Room |
| ____ Mr. Harbo | ____ Mail Room |
| ____ Mr. Hendon | ____ Room 5627 |
| ____ Mr. Larmoyeux | ____ Miss Cowan |
| ____ Mr. McGuire | ____ Miss Nolan |
| ____ Mr. Starke | ____ Miss Lunz |

See Me

Send File

For Appropriate Action

Miss Gandy Prepare Reply

*See no reason why
this cannot be put
into effect right
now*

Laguer

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HEREIN IS UNCLASSIFIED

DATE 5/8/91 BY SP-6 C/L

#323013

L. B. Nichols
Room 5636 Ext. 691

JOHN EDGAR HOOVER
DIRECTOR



TWW:HBM

Federal Bureau of Investigation
United States Department of Justice

Washington, D. C.

December 9, 1943

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

MEMORANDUM FOR MR. NICHOLS

RE: INITIATING OF EXECUTIVE CONFERENCE
MEMORANDA BY THE DIRECTOR

1323013
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DATE 5/8/91 BY SP5 i/bca

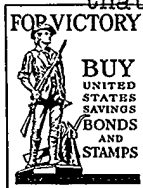
Reference is made to the attached Executive Conference memorandum which, under existing rules in the Records Section, has not been satisfactorily initialed or approved for filing. Mr. Nease, as stated in his notation attached to the Executive Conference memorandum, believes that it should be accepted for filing in its present condition.

For many years the rules on initialing of Executive Conference memoranda has required one of the following:

1. Director's initials--JEH (There, of course, is usually an indication by the Director either of his approval or disapproval on the subject matter mentioned.)
2. "File" and the initials of an Assistant Director.
3. "Okay" and the initials of Messrs. Tolson, Tamm, or Nichols.

Prior to the above rules it was mandatory in all instances that the Director's initials must appear on Executive Conference memoranda. It was never acceptable, nor is it now, for the memoranda to be only "checked out" in the Director's block. Further, it was never, nor is it now, the rule that the content or subject matter should be taken into consideration in order to determine whether or not the memorandum should be appropriately initialed as indicated in the first paragraph. The point here, which I think is well taken, is the fact that an Executive Conference memorandum for the Director would not be necessary unless it was to be seen and appropriately initialed by the Director.

With regard to the attached Executive Conference memorandum, Mr. Nease is completely right, and a careful examination of the memorandum and file copy of the outgoing to the various Bureau officials would reveal that it is unnecessary to be seen by the Director. The simplest way to avoid the complications which occasionally arise because of our present rule would be to apply the new rule recently accepted for the initialing or "checking out" in the Director's block of all types of memoranda addressed to the Director. As you know, if such a memorandum is initialed by the Director or "checked out" of the Director's office,



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18 JAN 8 1944

Memorandum for Mr. Nichols

either is acceptable as indicating appropriate action by the Director's office. In other words, the "checking-out" of mail in the Director's block on all memoranda addressed to him is indicative of the fact that appropriate action has been taken by the Director's office. If this rule were to apply to Executive Conference memoranda, it would be unnecessary to return same to the Director's office or any Assistant Director for special initialing.

The rule referred to concerning the Director's block as set out in my memorandum of November 13, 1943, was originally construed to apply only to Director's blocks which were promiscuously rubber stamped on to miscellaneous communications which obviously should not be seen by the Director. You may recall that Bureau memoranda addressed MEMORANDA FOR THE DIRECTOR were specifically excepted. This type of memorandum addressed to the Director was placed on Bureau letter head, which has the Director's block imprinted thereon. Naturally, when such a memorandum has been so addressed it is logically presumed that the Director's office should see same. The approved method of indicating this was the "checking out" in the Director's block.

As previously indicated, this would be the ideal method of handling Executive Conference memoranda. Our present rules, as they relate to Executive Conference memoranda and listed in the first paragraph of this memorandum, could be eliminated in view of the acceptance of "checking out" in the Director's block as indication that the Director's office has seen and appropriately handled.

RECOMMENDATION: It is recommended that the Records Section accept for filing all Executive Conference memoranda provided they have been checked to one or more persons in the Director's block in the upper right-hand corner of the mail. This will eliminate any necessity for the Director to initial every Executive Conference memorandum or an Assistant Director to approve for filing. In addition, this will make the rule pertaining to the initialing of memoranda addressed to the Director uniform in all types of correspondence. That is, that rule will be unnecessary provided such memoranda are "checked out" in the Director's block.

Respectfully,

O. H. Patterson
O. H. Patterson

*Parting, 12/10/43
from Nichols to Records
See no reason why this
cannot be put into effect
right now
"I agree"
H.H.*

*Confidential issued
Parting Unit - 12/29/43
Parting*

hbc:hd

November 1, 1943

THE DIRECTOR:

The New York Conference of Special Agents in Charge considered the recommendation that the Bureau continue preparing reports with asterisk leads as at present but that copies of these reports not be sent to auxiliary offices other than offices of prosecution for the reason that this suggestion would prevent unnecessary filing, would save the preparation of second runs of typing or mimeographing. The Agents in Charge at New York were unanimously in favor of this suggestion.

The Executive Conference, Messrs. Ladd, Hince, Coffey, Hendon, Acers, Tracy and Glegg being present, were unanimously opposed to the suggestion since the preparation of asterisk leads prevents any office overlooking undeveloped leads which might be buried deep in a file and be overlooked for an extended period. The preparation of asterisk leads is now done by the Office of Origin and the Office of Prosecution only and with no greater frequency than 30 days and not then unless one or the other of these offices have occasion to prepare a report. The restating of all outstanding undeveloped leads keeps a running inventory of outstanding work, save the preparation of many follow-up letters and routing slips and keeps the file in a more current status and brings about a better supervision by the office of origin.

There was subsequently considered the advisability of abolishing asterisk leads as a practice. This consideration by Executive Conference lead to a unanimous decision that asterisk leads should not be abolished inasmuch as they aided in maintaining a current, running inventory of outstanding leads and thus they prevented leads from being lost in the file. They are of particular importance at the present time in view of the large number of comparatively new Agents in the Bureau. Those present at this conference were Messrs. Tolson, Glavin, Tracy, Tamm, Nichols, Acers, Coffey, Mumford and Rosen.

Respectfully,
FOR THE CONFERENCE

RECORDED
&
INDEXED

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DATE 5/8/91 BY SP6/L/lee

4323013

Clyde Tolson
Chairman

W. R. Glavin
Secretary

66-2554-229
FEDERAL BUREAU OF INVESTIGATION
JAN 4 1944
U. S. DEPARTMENT OF JUSTICE

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

CC: Mr. Tolson
Mr. Glavin

ORIGINAL COPY FILED IN 66-2554-229

December 23, 1943

JAO:amr

THE DIRECTOR

The Executive Conference considered the suggested form submitted by Mrs. June Gholdston of the Atlanta Office to be filled out by Agents prior to dictating an investigative report.

ACTION OF THE EXECUTIVE CONFERENCE: The Conference unanimously disapproved this form as an Agent should have this information marshalled prior to dictating and he could do so very easily by making a few notations on a piece of scratch paper without using a printed form.

Those present at the Executive Conference were Messrs. E. A. Tamm, Ladd, Mumford, Glavin, Coffey, Carson, McGuire, Acers and Hince.

If approved it is recommended the attached letter be forwarded to Mrs. Gholdston.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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DATE 5/8/91 BY SP8C/ba
#323013

CC - Mr. Tolson
Mr. Clegg

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
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1944

66-2554-2300

35 JAN 4 1944

21 JAN 4 1944

December 23, 1943

DEC:EV

MEMORANDUM FOR THE DIRECTOR

The Conference on December 22, with Messrs. E. A. Tamm, Glavin, Coffey, Hince, Avers, Tracy, McGuire, Mumford, Rosen, and Ladd present, considered the action to be taken with regard to any surplus radio equipment of a heavy nature resulting from the present curtailment of radio activities in South America. The Laboratory provided a list of this heavier equipment, together with recommendations as follows:

- (A) The Conference was advised that it is possible to cancel entirely pending orders for a 3000 watt transmitter and a 10,000 watt emergency power supply intended for Lima. The Conference concurred that such should be cancelled.
- (B) There are already on hand six 450 watt radio transmitters, six monitoring radio receivers, and twelve communication radio receivers which will be surplus from discontinued stations in South America. The Laboratory was of the opinion that all of this equipment could be used elsewhere and used as standby equipment, and the Conference unanimously concurred that it should be so utilized.
- Six 200 watt emergency generators will also be left over from these stations and the Laboratory feels that these will not be needed in the Bureau for reserve equipment. The Laboratory recommended that the Chief Clerk's Office attempt to transfer this particular equipment to either the Navy, the Army, or the Marines on a reimbursable basis. The Conference unanimously concurred that efforts should be made to effect such a transfer on a reimbursable basis.
- (C) Curtailment at Miami results in surplus equipment, including one high-speed radio teletypewriter unit which the Laboratory recommended be transferred to San Diego as a standby unit. The Conference concurred.

Also two 1000 watt radio transmitters and one 10,000 watt emergency power supply generator which the Laboratory recommended be installed at the Waldorf radio station to supplement existing equipment for reserve purposes. The Conference unanimously concurred in this recommendation.

cc - Mr. Tolson
Mr. Clegg

RECORDED

EX-10

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| 66-2554-2360X |
| FEDERAL BUREAU OF INVESTIGATION |
| APR 27 1944 |
| U. S. DEPARTMENT OF JUSTICE |

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and for the Director

The twelve communication receivers, according to the laboratory can be utilized in various parts of the field and the Conference concurred in such utilization.

With regard to one 3000 watt radio transmitter which will be surplus at Miami but which has not yet been delivered and set up and upon which delivery is expected in the early part of January, 1944, the laboratory recommends that, rather than attempt to cancel this delivery since the transmitter is already finished by the manufacturer, it be shipped to the San Diego station and installed there as a reserve unit. In making this recommendation the laboratory also pointed out the likelihood of a long war in the Pacific area as justification for utilization in this manner of the new transmitter. It was determined that such installation at San Diego can be made without any expansion of the building facilities out there. The Conference unanimously concurred in this recommendation.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson, Chairman

W. A. Glavin, Secretary

WOK, R. S.

117A:111H

December 15, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Glavin, Tracy, C. Tamm, McGuire, Carson, Hendon, Clegg, Hince, Rosen, and Acers, considered and unanimously approved the suggestion made by SAC E. P. Hood that a bulletin be sent to the Field advising the Agent personnel that the Bureau has no objection to an Agent, when transferred, informing the office to which he has been transferred of the type of housing facilities he will require so that tentative arrangements can be made by his new office to assist him in becoming settled.

For the Director's information, SAC Hood stated that it usually takes from five days to a week for an Agent to even find a definite prospect of living quarters in metropolitan Los Angeles, but with the contacts which have been developed, it would be possible, if certain essential information were available concerning the Agent being transferred, to locate several available places so that he might make a selection immediately; thereby, saving several days investigative time, as well as preventing much inconvenience on the part of the transferred Agent.

In the event the Director approves, the attached bulletin will go forward to the Field.

Respectfully,
For the Conference

cc: Mr. Tolson
Mr. Clegg

Glyde Tolson
Chairman

E. R. Glavin
Secretary

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
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Quinn Tamm
Nease
Gandy

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20 JAN 5 1944

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December 20, 1943

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DATE 5/8/91 BY SP5CJ/bco

THE DIRECTOR

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The Executive Conference, consisting of Messrs. E. A. Tamm, Tracy, Hince, Mumford, McGuire, Carson, Rosen, Coffey, and Acers, on December 20, 1943, considered additions to the Manual of Rules and Regulations outlining in more detail the Bureau's policy in handling payment of teletype messages.

1) It was recommended and unanimously approved that Section 13-I, paragraph 1, of the Manual of Rules and Regulations be changed to read as follows:

"Teletypes sent from one field office to another or to the Bureau shall be signed only with the surname of the Special Agent in Charge. The initials of the Agent acting in the absence of the Special Agent in Charge should never appear on the outgoing teletype message. Field Offices should send teletype messages to the Bureau prepaid and the Bureau will send messages to the Field Offices collect."

2) It was recommended and unanimously approved that paragraph 9 of Section 13-I of the Manual of Rules and Regulations, which deals with conference messages, be changed to read as follows:

"When the Bureau desires to send a teletype message to all offices, such messages will be headed 'To all Special Agents in Charge, CONFERENCE #117'. If it is desired to send a message to all the offices on CONFERENCE #117 with the exception of Boston, the message will be headed 'To all Special Agents in Charge, CONFERENCE #117, except Boston.' The Bureau, in placing Conference calls, will charge the call to one of the offices included in the Conference and the charges should be promptly accepted at that office."

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

Tolson
E. A. Tamm
Clegg
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Mumford
Starke
Quinn Tamm
Nease
Gandy

20 JAN 5 1944
Mr. Tolson
Mr. Glavin

RECORDED
&
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66-2554-2362

JAN 5 1944

~~CONFIDENTIAL~~ ~~SECRET~~

December 22, 1943

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Classified by SP5 C/16
Declassify on: GADR 5/8/91

THE DIRECTOR

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| FILE # | 323013 |
| ATTACH | |
| SERIAL | |
| E.O. # | 12356 |
| DATE | 5/8/91 |
| INITIALS | BCC |

The Executives' Conference with Messrs. E. A. Tamm, Ladd, Hince, Acers, McGuire, Carson, Coffey, Glavin, Rosen, Tracy and Mumford in attendance, considered SAC W. J. L. Pieper's suggested project for developing general intelligence information concerning certain Asiatic countries. Mr. Pieper indicated he had spoken to you briefly on the matter before he had an opportunity to actually crystalize his thoughts. He has since submitted a memorandum outlining it and a request for the Bureau to purchase for him approximately \$250 worth of periodicals and about \$100 worth of annual subscriptions to various publications for his use in research.

Briefly, the plan is outlined by Mr. Pieper as follows:

At present and for the war's duration certain agencies of the Government, such as the Foreign Section of G-2 and the Office of Strategic Services, are gathering information about the Eastern Hemisphere of a military, political, economic and geographical nature. The operation of these agencies is considered somewhat inadequate and likely to be temporary. These agencies are interested primarily in gathering information about places and events as distinguished from information about individuals and personalities. These data are acquired through research and personal contacts with persons acquainted with or having connections in the Orient. Detailed studies prepared by these agencies are treated principally from a military and geographical point of view dealing only incidentally with the type of general intelligence information which he believes will assume great importance to many agencies of the Federal Government at the war's end. Furthermore, the agencies now in the field may find their operations no longer supported by Congress when the war is over. Mr. Pieper suggests that while the Bureau is presently barred from investigative operations outside the Western Hemisphere, it may due to the conditions described above be called to perform some intelligence operations in the postwar era, and he therefore urges the Bureau to prepare against the potential necessity of fulfilling such responsibility to the American people. He proposes to do this through research devoted to surveys and monographs issued by other Government agencies, foreign affairs digests, current periodicals and news letters on foreign affairs, as well as through interviews with representatives of commercial firms and other organizations having connections in countries of interest.

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Starke
Quinn Tamm
Nease
Gandy

Mr. Pieper proposes to have the San Francisco Field Office supervise and handle this project with the Seat of Government assisting by securing the 944 publications, Government survey reports, et cetera, and having its own Agents or at its direction the Agents of other field offices conduct necessary interviews.

INDEXED

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~~CONFIDENTIAL~~

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WHERE SHOWN OTHERWISE

1 JAN 5 1944

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Memorandum for the Director

~~CONFIDENTIAL~~ ~~SECRET~~

Mr. Pieper's stated objective is to place the Bureau in a position to be better able to handle internal security problems after the war and, should the occasion arise, have data available for guidance in intelligence work in the Eastern Hemisphere. He points out also that in the meantime information collected and correlated might be of assistance in such matters as the Foreign Travel Control Program.

~~CONFIDENTIAL~~

The members of the Executives' Conference were unanimously opposed to Mr. Pieper's suggestion. In the first place, it was their unanimous opinion that the undertaking would not be justified. The Bureau presently has available to it and from time to time receives summaries, monographs and reports of various kinds from the State Department, [OSS] and other agencies now having a legitimate interest in the Eastern Hemisphere, and if a need should arise, the Bureau would be able to correlate such data and thereby have available a majority of the information Mr. Pieper would develop through more indirect and laborious means. Secondly, the Conference was unanimously of the opinion that should any such project as this be undertaken now or in the future, it should be centered at the Seat of Government. There appears to be no justification for any one particular office's handling such a matter as evidenced by the fact that in Mr. Pieper's original outline of his proposed operation, he requests the Seat of Government to secure for him all of the publications, monographs and data upon which to base his research. He will not have available to him there the vast bulk of material already in the central files of the Bureau nor can he possibly see the overall national picture or be in touch with the Government's interests in the area under consideration. He suggests that this project to be handled by him on the West Coast would be of assistance in the Foreign Travel Control Program. However, a check of statistics showed that in one three months period the neutral ships, the ones which we process, arriving at American ports were divided with 40 at Philadelphia, 20 at New Orleans, 4 at Los Angeles and none at San Francisco. He would therefore not even have the benefit at San Francisco of knowing the problems of that program.

The Executives' Conference unanimously recommends that Mr. Pieper's suggested project not be undertaken at the present time but be kept in mind for consideration at a later date should the Bureau acquire a direct interest in the Eastern Hemisphere or be called upon to enter into a world-wide SIS. If you concur with the Conference, there is attached for your signature an appropriate letter to Mr. Pieper.

Respectfully,
For the Conference

OK.
H.

Clyde Tolson
Chairman

E. R. Glavin
Secretary

~~SECRET~~

~~CONFIDENTIAL~~

Attachment

~~CONFIDENTIAL~~

EPC:AF

December 21, 1943

THE DIRECTOR

The Executive Conference on December 21, 1943, Messrs. E. A. Tamm, ~~Aborn~~, Carson, Coffey, Glavin, Hince, Ladd, McGuire, and Mumford present, considered the suggestion of Edmund H. Harriner, radio employee in the Laboratory. Harriner observed that the purchase and sale of a complete radio transmitter during war time was rather rigidly controlled by the Federal Communications Commission. However, this control does not extend to the purchase, sale, and exchange of parts and accessories which could subsequently be used to build such a transmitter. He felt that this was a loop-hole and suggested that the Bureau might wish to investigate purchases of such radio transmitter accessory equipment. He enclosed a tear sheet from a technical magazine advertising such accessories.

The Conference was unanimously of the opinion that such control was not a matter which should be handled by the Bureau nor should any attempt be made to investigate such sales unless information on them was received in connection with a specific complaint.

If you approve, a letter is attached to Harriner thanking him for his suggestion.

Respectfully,
For the Conference

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Coffey _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Harbo _____

Mr. Hendon _____

Mr. McGuire _____

Mr. Mumford _____

Mr. Piper _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECORDED & INDEXED

27 JAN 4 1944

47 JAN 1944

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WAG:1rd

December 28, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Coffey, Carson, McGuire, Acers, Ladd, Hince, Mumford and Glavin considered the advisability of approving sick leave for employees who, due to having their eyes treated, find it impossible to perform their regular duties for a short time thereafter.

It was pointed out to the Conference that the Civil Service Commission follows the rule that an employee be permitted to take sick leave if he cannot use his eyes and his work requires the use of his eyes, if such a temporary condition is the result of a treatment given by an Oculist.

The Conference, therefore, recommends that the Bureau follow the same policy in the future. In the past, the Bureau has required that annual leave be taken by employees under such condition.

Respectfully submitted,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/24/97 BY 8354/bx
#303013

Clyde Tolson, Chairman

W. R. Glavin, Secretary

OK. 1/1

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RECORDED 166-2554-2305
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27 JAN 5 1944

13 JAN 5 1944

December 20, 1943

JAC:amr

THE DIRECTOR

The Executive Conference considered the suggestion of Special Agent Edward Oregan Kennelly, In-Service Class No. 49, that one hour of gymnasium each day be afforded members of In-Service classes.

ACTION OF THE EXECUTIVE CONFERENCE: The suggestion was disapproved because there is no time available in the In-Service curriculum for this type of training.

Those present at the Conference were Messrs. E. A. Tamm, McGuire, Carson, Coffey, Acers, Mumford, Rosen, Tracy and Hince.

If the action of the Executive Conference is approved, there is attached hereto a letter to Mr. Kennelly.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson
Chairman

W. R. Glavin
Secretary

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/26/81 BY SP5 CJK/ao

CC - Mr. Tolson
Mr. Clegg

Tolson
E. A. Tamm
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35 JAN 5 1944

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December 20, 1943

THE DIRECTOR

The Executives' Conference considered the suggestion of Supervisor Frank J. Donovan made as a result of his two weeks' field assignment in the Philadelphia Field Division. He suggested that all Supervisors who might be assigned to the Philadelphia Office for the regular two weeks' field assignment be afforded the opportunity to engage in a ship search as it would prove most beneficial even if only considered from an educational viewpoint.

ACTION OF THE EXECUTIVES' CONFERENCE: The Executives' Conference unanimously disapproved the suggestion for the following reasons:

1. Ship searches might not always be in progress because of the lack of ships to search.
2. It is not necessarily valuable or essential from a training viewpoint.
3. It would tend to restrict assignments made by the Special Agent in Charge to Supervisors.

Those present at the Conference were Messrs. E. A. Tamm, Q. Tamm, Hendon, Carson, Acers, Hince, Ladd and Rosen.

If approved by the Director, there is attached hereto a letter addressed to Supervisor Frank J. Donovan of Division Seven, The Technical Laboratory.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/26/91 BY JSC/bce

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Clyde Tolson &
Chairman

W. R. Glavin
Secretary

Tolson _____
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CO. Mr. Tolson
Mr. Clegg

51 JAN 7 1944

RECEIVED - CLEGG

JAN 13 1944

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35 JAN 5 1944
TOLSON
GLAVIN
JAN 5 1944
JAN 5 1944

December 21, 1943

JAC:amr

THE DIRECTOR

The Executive Conference considered the suggestion of SAC Hanni that the Bureau might desire to give consideration to the use of the United States Army carbine rifle and the comments made concerning this rifle by SAC Sloan in charge of firearms.

ACTION OF THE CONFERENCE: The use of this rifle by the Bureau was unanimously opposed for the following reasons:

1. It does not possess the necessary energy or shocking power for law enforcement work.
2. It has not met with favor in practical use by the Marine Corps.
3. It would not replace any gun being used by the Bureau at the present time.
4. Due to its light construction it is doubtful that the rifle would stand the amount of firing for training purposes demanded from Bureau guns.

Those present at the Conference were Messrs. E. A. Tamm, McGuire, Carson, Coffey, Acers, Mumford, Rosen, Tracy and Hince.

If approved, it is suggested the attached letter be forwarded to SAC Hanni.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/24/91 BY SP5C/100
#323813

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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cc - Mr. Tolson
Mr. Clegg

JAN 7 1944

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106-2554-2308
35 JAN 1944
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WRG:lrđ

January 3, 1944

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Mumford, Rosen, Carson, Hendon, McGuire, Hince, Coffey and Glavin considered a suggestion made by Mr. Acers that certain information maintained on the movement cards of the Movement Section be discontinued.

It is recommended that the posting of offices of preference on the cards that are a part of the set in the Movement Section be discontinued as well as information showing Legal Residences of clerical employees, information indicating education on any of the cards and the posting of firearms qualifications and other qualifying data on Agents cards. All of this information would be deleted from the sets of books maintained in the Movement Section only and would not be deleted from the sets of books prepared for the Director and Mr. Tolson's use.

The Conference feels that since the Personnel Unit of the Administrative Division feels that this can be dispensed with, it has no objection to approving the recommendation at this time.

It will be possible to reduce the personnel in the Movement Section by one individual through this procedure. This individual will be transferred to Ident.

Respectfully submitted,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 11/26/91 BY SP-6 JRS
#323013

Clyde Tolson, Chairman

W. R. Glavin, Secretary

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CC - Mr. Tolson
Mr. Clegg

RECORDED & INDEXED

66-2554-2309

35 JAN 5 1944

62 JAN 14 1944

September 21, 1943

JAC:amr

THE DIRECTOR

The Executive Conference considered the problem submitted by SAC Brown of the Birmingham Office as to whether it is permissible to keep bulky exhibits and heavy items in the Mobile Suboffice pending the investigation of the case, instead of forwarding the same to the Birmingham Office. SAC Brown pointed out that oftentimes bulky exhibits were forwarded to the Birmingham Office and then returned to Mobile for the trial of the case. He was of the opinion matters would be greatly facilitated if they could be retained temporarily in the Mobile Suboffice.

ACTION OF THE EXECUTIVE CONFERENCE: The majority, being Messrs. E. A. Tamm, Hince, Acers, Mumford and Rosen, were of the opinion exhibits should be permitted to remain in the Mobile Suboffice pending the conclusion of the investigation because this was more practical, economical and just as secure. The minority, being Messrs. Coffey, Carson and Tracy were opposed because it would mean an exception to the general rule that evidence is not to be retained in a Resident Agency, and other Resident Agents would probably be making this same request.

Those present at the Conference were Messrs. E. A. Tamm, Carson, Coffey, Acers, Mumford, Rosen, Tracy and Hince.

If the opinion of the majority is approved, there is attached hereto a letter to the Birmingham Field Office.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/26/91 BY SP5C/bcc
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Respectfully,
FOR THE CONFERENCE

RECEIVED - CLEGG
JAN 8 8 00 AM '44
Clyde Tolson
Chairman

W. R. Glavin
Secretary

RECORDED & INDEXED
JAN 8 1944

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cc - Mr. Tolson
Mr. Clegg

JAN 14 1944

66-2554-2310
JAN 5 1944
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URG:1rd

December 29, 1943

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Coffey, Carson, Acers, Hendon, Rosen, McGuire, Ladd, Mumford, Hines, Tracy and Glavin considered the group automobile riding plans presently being suggested by the Committee of Defense Transportation.

For the Director's information, advice was received that there have been certain meetings held of officials of the Defense Transportation Committee and some of the agencies such as the War Production Board have gone into great lengths to set up transportation committees in their various divisions. For instance, in the War Production Board there are a number of people working on these matters full time, gathering information on the formation of car pools and bringing their folks together.

The Conference is of the definite opinion that no full time jobs should be set up handling transportation work. At the present time a transportation committee is set up, headed by Mr. Glavin, Chairman, and Special Agents Halter and Huston of the Administrative Division as members, this committee meets each day, passes on applications for additional gasoline and tires and submits information to the committee on defense transportation when official requests are made concerning the number of drivers, cars and employees of the Bureau participating in "Share Your Car" plans. One of the members of the committee also attends meetings that are held from time to time by the Committee of Defense Transportation.

The Conference feels that the transportation committee of the Bureau should continue to function in its present manner and, further, that consideration should be given to the preparation of another floater for Bureau employees advising them of the car sharing plans and again gathering information for dissemination among our employees having who wish to have additional riders and those who wish to be considered riders. This can be done without any increase in personnel or without full time assignment of any employee to such duties and should the Director approve, it is suggested that the attached floater be printed and circularized among our employees.

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cc - Mr. Tolson
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/26/91 BY SP5C/bce

35 JAN 5 1944

166-2554-2311
#323613

MEMORANDUM FOR THE DIRECTOR

- 2 -

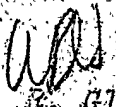
It was further pointed out to the Conference that many agencies will utilize a card such as the one attached to this memorandum. Such a card is suggested by the Defense Transportation Committee for the District of Columbia. It will be noted that one side of the card has the numbers "11-7." The 11 indicates the highway on which the driver lives and the 7 means he lives 7 miles out on the highway from the District milestone. On the reverse side will be noted the figures "C-2." This designates the zone in which the driver works in Washington.

The suggestion was made by officials of the Committee on Defense Transportation for the District of Columbia that the necessary cards be printed to show the various routes so that persons driving their automobiles could pick up people at bus stops and street corners who were waiting to either go to work or were coming from work.

The system as arranged with the many different routings which would be necessary is most complicated and the Conference does not feel that the printing up of such cards should be necessary at this time.

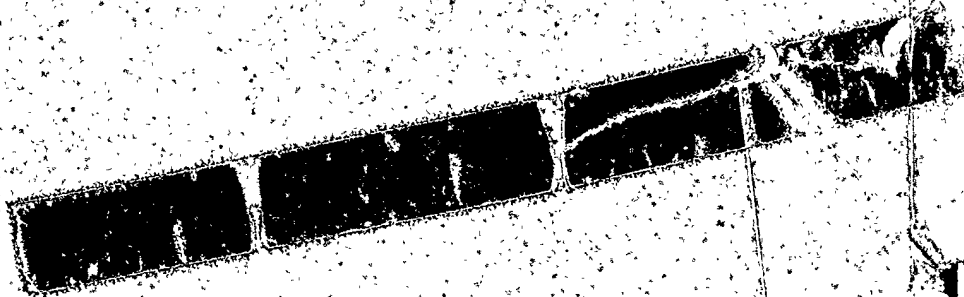
Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman


W. A. Glavin
Secretary

Attachments

OK
H



WRC:lr

January 3, 1944

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Mumford, Rosen, Carson, Hendon, McGuire, Eince, Coffey and Glavin considered the maintenance of overtime records by the Bureau.

It was pointed out by Mr. Glavin that there had been quite a divergence of systems of keeping overtime records at the Seat of Government and that a uniform system has been set up in the Administrative Division. Mr. Glavin further pointed out that information had just been received from Mr. John E. Cannon, Administrative Assistant to the Attorney General, that after December 31, 1943, it would not be necessary for overtime reports to be maintained by the Department.

Mr. Glavin further advised the Conference that upon receipt of this information in Mr. Cannon's memorandum of December 28, 1943, which is attached hereto, he, Mr. Glavin, immediately communicated with Mr. Cannon, pointing out that Congressman Rabaut, Chairman of the Appropriations Committee hearing the Department of Justice's estimates, had previous to this time been most insistent that overtime reports be maintained. Mr. Glavin further advised the Conference that Mr. Cannon advised that members of his, Mr. Cannon's, staff had talked with Congressman Rabaut and Mr. Orescan, Clerk of the Sub-Committee on Appropriations, and was told that it would not be necessary to maintain such reports in the future, that the legal necessity for the maintenance of such overtime reports has long since expired and such reports were maintained solely because the Appropriations Sub-Committee was desirous of having such information.

The Conference, therefore, feels that effective immediately no further overtime reports need be maintained by the Bureau. Subject to the Director's approval, there is attached hereto a suggested memorandum for the field concerning this particular matter.

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 11/24/91 BY SP2/bce
#323013

cc - Mr. Tolson
Mr. Clegg

Respectfully submitted,
FOR THE CONFERENCE

RECORDED & INDEXED

Clyde Tolson, CHIEF OF BUREAU JAN 5 1944

Attachment

3 JAN 6 1944

W. E. Glavin, Secretary

WNG:val

December 13, 1943

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE

4/26/91 SP5U/60

THE DIRECTOR

The Executive Conference consisting of Messrs. E. A. Tamm, Quinn Tamm, Ladd, Mumford, McGuire, Hendon, Carson, Coffey, Acers, Rosen, Clegg and Glavin considered the suggestion submitted by Miss Vivian White, Stenographer of the Huntington Field Division, to the effect that:

Due to the apparent shortage of Bureau Owned automobiles in many Field Offices throughout the Bureau, it is felt that it might possibly be of some assistance to many Special Agents in Charge if they were advised upon the transfer of an Agent to their Field Office as to whether or not that Agent possessed an automobile which he would be willing to use on official business and which was in condition to be used in such a capacity. This would apply both to Agents being transferred to the Field Office from the Bureau's Training School as well as Agents being transferred from one Field Office to another.

Miss White pointed out while such information to the Special Agent in Charge of an Agent recently transferred under his jurisdiction might not be of particular assistance in some of the larger offices, yet in the offices where the major portion of the investigative activities is roadwork, it would be of particular assistance in enabling the Special Agent in Charge to assign an Agent to the place where he would be best suited.

The Conference does not feel this suggestion can be approved. There is no way for the Bureau to know the type of car owned by the Agent, who is being transferred from one office to another, whether his personal commitments of the car would permit him to use it at the office or whether it would be satisfactory to use; and it is felt that if such a procedure were established at this time, the work involved in securing the necessary information would far outweigh the value of such information.

Should the Director approve the Conference recommendation in this particular matter, the attached communication should go forward to Miss White.

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cc: Mr. Tolson
Mr. Clegg

Respectfully submitted,

FOR THE CONFERENCE 66-2554-2313

RECORDED & INDEXED

Wlyde Tolson
Chairman

27 JAN 5 1944
W. A. Glavin
Secretary

1. JAN 6 1944

LAH:JD

January 4, 1944

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/12/94 BY SP5/PLC

THE DIRECTOR

#323,813

The Executives' Conference reconsidered the question as to whether open sessions at FBI Law Enforcement Conferences should be continued. Some SAC's had objected to open sessions on the grounds that there are places, such as Sault Sainte Marie, Michigan, where only a few officers are in the territory and there are few officials to constitute a program for the open session. In other places, however, such as Philadelphia, Houston, and other cities of large populations, there are many distinguished persons who can be put on the program for the open sessions and the open sessions do give favorable publicity to the programs and make them more interesting.

The Executives' Conference, those present being Messrs. Tolson, Clegg, Nichols, Rosen, Tracy, Acers, Carson, Hendon, Coffey, Mumford, Quinn Tamm and Hince, after giving careful consideration to the Director's suggestion that the question should be decided one way or the other and not left optional, the Conference was of the definite opinion that there are substantial grounds for permitting the question of holding an open session to be optional with the Special Agent in Charge, considering each city in which the conferences are held on its merits. The Conference desired to respectfully submit to the Director the argument that there are very valid reasons why SAC's Sears at Philadelphia and Abbaticchio at Houston, and others in large headquarters cities, should not be deprived of the opportunity of holding open sessions with large attendance, appropriate publicity and interesting programs, these open sessions to permit attendance on the part of press representatives; city, county, state and Federal officials; auxiliary police and other interested citizens. On the other hand, the Conference felt that SAC McFarlin at Grand Rapids should not be required to hold a conference at Sault Sainte Marie where there might not be more than two dozen law enforcement officers in attendance and no interesting local officials to permit an attractive open session.

The Conference desired to submit to the Director the desirability of maintaining the policy of optional open sessions to be determined by the SAC for each city at which a conference is to be held.

66-2554-2314

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It is noted that Mr. Glavin has previously recommended against open sessions. Mr. Glavin was not present at this conference.

I will agree but I think it is desirable to follow procedure. You will find SACs will make their own decisions. As such it will entail less preparation.

RECEIVED
JAN 10 1944
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc Mr. Tolson
cc Mr. Clegg

EPC:AF

January 5, 1944

THE DIRECTOR

The Executive Conference on December 30, 1943, Messrs. E. A. Tamm, Ladd, Coffey, Tracy, Carson, McGuire, and Hendon present, considered the recommendation of Mr. Coffey that the Cryptanalysis Section begin a group study of the Gebelsberger system of German shorthand. It was pointed out that from time to time diaries and notebooks are submitted which are written in the Gebelsberger German system or some modification thereof. There are now two individuals in the section who can decode these systems. The work proceeds rather slowly, however, and if a large notebook or volume of work comes in it would be much better if six or eight people could be assigned simultaneously to the job. It is proposed that a select group of eight additional employees make this study and that three hours a week be devoted on their part to the study.

The Conference unanimously approved this.

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/26/91 BY spsc/bce

#323013

Respectfully,

For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Tolson
Mr. Clegg

Clyde Tolson, Chairman

W. R. Glavin, Secretary

RECEIVED
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66-2554-23 15
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LAH:JD

January 5, 1944

THE DIRECTOR

The Executives' Conference, those present being Messrs. Tolson, Glavin, E. A. Tamm, Quinn Tamm, Tracy, Carson, Hendon, Nichols, Acers, Ladd, Rosen and Hince, considered the proposal of SAC Holloman, Jackson, that a Special Agent assigned to his office with fingerprint expert qualifications should be permitted to set up an identification division and afford training in fingerprint classifying to an officer of the Tupelo and Greenwood, Mississippi Police Departments. The Conference was informed that it would take from one to three weeks to handle the work in each department.

RECOMMENDATION: The Conference recommends that the Bureau not engage in this project since it would not be economical to assign a Special Agent for a period of from one to three weeks to train a single police officer. The Conference felt, however, that it would be appropriate for the Special Agent in Charge to have a Special Agent afford training in the taking of fingerprints, which would consume only a few hours at each place.

It is desired to point out that SAC Holloman states he has discovered that there are a number of sheriffs' offices and police departments which do not fingerprint all persons arrested or transmit such fingerprints to the Bureau. He feels that this is the result of ignorance and requires Special Agents in their police contacts to interest police in the taking of fingerprints.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/24/91 BY SP5 JPH/lee
#323013

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

RECORDED
INDEXED
H. R. Glavin
Secretary

166-2554-2316
JAN 8 1944

Tolson _____
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H. R. Glavin

cc - Mr. Tolson
62 JAN 10 1944

LAH:BG

Suggs. Nos. 49 & 50

August 23, 1943

Employee: Agent Robert L.
Murphy

THE DIRECTOR

Those present: Messrs. Coffey, Glavin, Ladd, Nichols,
Tracy, Hendon, Mumford, Acers and Hince.

1. *Discussion of* Employee suggests: ~~That~~ Section 34 of the ~~Manual of Rules~~
and Regulations include information as to the length of each National
Police Academy class, which is 14 weeks.

RECOMMENDATION: The Conference agreed that this was desirable information
and should be listed in the manual.

2. Employee suggests: That there should be placed in the Manual of
Instructions under Section 39, entitled "Miscellaneous Violations," a brief
statement concerning those violations which are listed in Section 14 of the
Manual of Rules and Regulations, entitled "Classification of Cases." The
suggestion contemplated that there would be placed in this section a short
statement relative to each violation, indicating whether it is under the primary
jurisdiction of the Bureau or some other agency, and a brief statement of Bureau
policy in handling such violations.

RECOMMENDATION: Messrs. Glavin, Tracy, Nichols, Acers, Hendon, Mumford and
Ladd favored the inclusion of this material in the Manual of Instructions.
Messrs. Coffey and Hince were opposed.

The majority felt that such information would be valuable and would
assist agents in determining what action should be taken with reference to
various miscellaneous violations which are infrequently encountered.

Mr. Clegg _____
Mr. Coffey _____ Messrs. Coffey and Hince were opposed on the grounds that the violations
Mr. Glavin encountered too infrequently, that they have already been explained in
Mr. Ladd Bureau Bulletins and that the benefits to be obtained would not be compensated
Mr. Nichols by the additional paper work involved.

Mr. Rosen _____
Mr. Tracy _____ Employee advised by letter.

Mr. Carson _____

Mr. Harbo _____ ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

Mr. Hendon _____ DATE 4/24/94 BY 355/SP/CE

Mr. McGuire _____ #323013

Mr. Mumford _____

Mr. Piper _____

Mr. Quinn Tamm _____

Mr. Nease _____

Miss Gandy _____

Respectfully,
FOR THE CONFERENCE

66-2554-2317
CLARENCE P. GLAVIN, R. Glavin
Chairman Secretary
JAN 7 1944
U.S. DEPT. OF JUSTICE

ORIGINAL COPY FILED IN 66-1934-2-25-7

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RECEIVED - J. EDGAR HOOVER
U.S. DEPT. OF JUSTICE

53 JAN 13 1944

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Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

September 16, 1943

HHC:BG

MEMORANDUM FOR THE DIRECTOR

The Executives Conference, those present being Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Hince, Carson, Ladd, Mumford, Rosen and Clegg, considered the matter of preparing an agreement for SIS employees to sign before they leave the United States for foreign duty to the effect that they would remain on duty on an SIS assignment for the duration, and it was further suggested that this agreement be executed under oath by all SIS employees who enter upon this sort of work as well as by those already in SIS work before they return from the United States to such assignments.

All members of the Conference except Mr. Hendon and Glavin agreed to this procedure and believe that such an agreement would have a moral and persuasive effect and have the further effect of calling specifically to the attention of the employee the importance of the work and the close similarity between assuming such duties and any other enlistment for war duty.

Mr. Hendon was of the opinion that since such an oath was not legally binding, since such an agreement was not legally binding and since the agreement could not be enforced, it would be a fiction to make use of such a device and he felt that instead of the written agreement under oath, there should be a clear-cut discussion with all the employees who enter upon that work and that they should be given a thorough understanding of the Bureau's expectations.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

("OK" H)

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SP5C/bce 4/26/91
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 4/1/83 BY SP5RJC/bwy

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66-2554-2317X
FEDERAL BUREAU OF INVESTIGATION
AUG 3 1944
U. S. DEPARTMENT OF JUSTICE

RECORDED

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JAC:ALB:25

December 11, 1943

THE DIRECTOR

The Executives' Conference considered the suggestion of Special Agent John W. Hill, Jr., In-Service Class No. 44, that the In-Service Classes be afforded a tour of the FBI Laboratory.

ACTION OF THE EXECUTIVES' CONFERENCE: The Conference was unanimously in favor of the suggestion, if the schedule could be so arranged.

The Executives' Conference therefore recommended that a one hour tour of the FBI Laboratory be included in the In-Service Course. The time is now available as a result of the recent reduction of the four hour course on Denaturalization Proceedings and Related Matters to three hours.

Those present at the Conference were Messrs. E. A. Tamm, Quinn Tamm, Ladd, Carson, Acers, Rosen, Tracy, Coffey, Mumford, McGuire and Hince.

If approved it is recommended the attached letter be forwarded to Special Agent Hill.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/26/94 BY SP5/bce

#323013

Clyde Tolson
Chairman

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&
INDEXED

W. R. Glavin
Secretary

66-2554-2318
F B I
21 JAN 2 1944

cc - Mr. Tolson
Mr. Clegg

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

59 JAN 8 1944

SJT:js

December 23, 1943

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Glavin, Coffey, Carson, Hendon, Acers, McGuire, Mumford, Rosen, and Tracy considered the question of maintaining statistics on the remaining National Defense applicant fingerprint cards.

The Conference was unanimously of the opinion that it would not be necessary to maintain statistics as to the number and type of criminal records disclosed by a search of the remaining National Defense applicant fingerprint cards. It was pointed out that the Bureau would have no need for such statistics for either budget or other purposes.

For the information of the Director, there are approximately two million six hundred thousand fingerprint cards still remaining to be handled and in addition there will be a few thousand more received before the project is completed there being anticipated that there are still some fingerprint cards on route to the Bureau by freight.

Respectfully,
For the Conference

Clyde Tolson, Chairman

W. R. Glavin, Secretary

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HEREIN IS UNCLASSIFIED
DATE 4/26/91 BY SP5 CJB/BJE

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson cc - Mr. Tolson
Mr. Harbo _____ Mr. Clegg
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED

66-2554-2319
FEDERAL BUREAU OF INVESTIGATION
JAN 8 1944
U. S. DEPARTMENT OF JUSTICE
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January 8, 1944

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ALL INFORMATION CONTAINED
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DATE 4/26/94 BY 352/64

THE DIRECTOR

The Conference on January 8, 1944, consisting of Messrs. E. A. Tamm, Acers, Carson, Coffey, Glavin, Hendon, Hince, Ladd, Mumford, Nichols, Q. Tamm, and Tracy, considered the recommendation of Mr. Coffey that the Bureau purchase a new and large grating spectrograph for use in the Laboratory. This instrument will cost approximately \$3500.

The Conference was advised that the Laboratory, for a number of years, has had and used a medium sized spectrograph. This was sufficient for early cases and will continue to be used in addition to the new spectrograph. The limitations of the smaller instrument, however, are felt more frequently in recent months due to the increase in the number of and in the complexity of certain war fraud cases in which metals and sometimes minerals have to be analyzed. A further need for the large size spectrograph is found in the fact that the Laboratory is making more and more use of the densitometer method of analysis. The advantage gained from the large size spectrograph which taken care of both of the problems now encountered is in the fact that greater line dispersion is obtained and this permits more precise analysis.

Mr. Coffey advised, in response to question, that space in which to set up the new spectrographic equipment would have to be worked out by utilizing Mr. Beach's present office which immediately adjoins the existing spectrograph room. In this way the spectrograph work room would be enlarged to the size of a double office. Mr. Coffey was of the opinion that in its present state, even without the new instrument, the spectrograph work room

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Coffey _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Carson _____
- Mr. Harbo _____
- Mr. Hendon _____
- Mr. McGuire _____
- Mr. Mumford _____
- Mr. Piper _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Miss Gandy _____

The Conference unanimously recommended the purchase of this equipment.

Respectfully,
For the Conference

Clyde Tolson, Chairman

RECORDED & INDEXED
F. R. Glavin, Secretary
JAN 11 1944

9 JAN 11 1944

LAH:PJ

January 5, 1944

THE DIRECTOR

The Executives' Conference considered the suggestion that the motion picture film, "Kill or Be Killed" be shown to members of In-Service Classes and New Agents' Classes in connection with disarming methods. The film has previously been reviewed by a committee comprised of Messrs. T. F. Baughman, F. T. McIntyre, H. A. Meyers and J. A. Carlson.

ACTION OF THE EXECUTIVES' CONFERENCE: It was unanimously recommended that this film, which takes approximately 15 minutes, be shown to In-Service Agents and New Agents' Classes if a copy of this film can be obtained. The showing of this film would tend to emphasize to law enforcement the realization of hand-to-hand warfare, combat and possible law enforcement problems in the post-war period.

Those present at the Conference were Messrs. E. A. Tamm, Coffey, Glavin, Ladd, Rosen, Tracy, Acers, Hendon, Carson, McGuire, Mumford and Hince.

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/26/91 BY 356/bcc
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Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC - Mr. Tolson
Mr. Clegg

Tolson
E. A. Tamm
Clegg
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JAN 11 1944

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January 5, 1944

ALL INFORMATION CONTAINED
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DATE 4/26/91 BY SP52/ha

THE DIRECTOR:

The Executives' Conference, Messrs. E. A. Tamm, Q. Tamm, Coffey, Carson, Mumford, Rosen, Acers, Hendon, McGuire, Tracy, Ladd and Clegg being in attendance, considered the suggestion that there be a fixed requirement that all Special Agents of the Bureau fire the pistol four times each year out of the five monthly pistol firings scheduled for individual firing.

At present there are regularly scheduled seven outdoor firearms training periods for all Bureau Agents at which time under the supervision of the Special Agent in Charge or a qualified instructor who has been approved, the Agents fire the regular prescribed course of training. This leaves, however, five months of each year when no regular firearms instruction in groups under supervision is required. To maintain the skill and the individual Agent's "feel" of the weapon and to provide him practice in sighting, stance, trigger squeeze and other fundamentals of shooting, the Bureau instructs that each Special Agent, individually, fire the pistol, using 30 rounds of ammunition, during each of the five months when regular class or group firearms training is not scheduled. This practice with 30 rounds of ammunition is taken individually by the Special Agents at police ranges, railroad ranges, military ranges or any other range that is available during the month while the Special Agent is at his resident agency headquarters or while on a road trip. There is submitted each month by the Special Agent in Charge, a list of those Agents who have reported that they have fired the course and a record is maintained at the Bureau of these practice periods.

Each year it is found that a number of Agents have apparently been unable to fire all five of these practice courses because they were absent on subpoenas, special assignments, plants, due to illness, or for other apparently justifiable reasons.

The question arises as to whether the Bureau should fix a minimum number of times when these individual practice periods should be fired. In other words, with the normal requirement for practicing, in this manner, five times each year, the suggestion was that each Agent, regardless of excuses or other apparently justifiable reasons, must, of necessity, be required to take at least four of the five possible practice sessions.

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Coffey _____
Glavin _____
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Nease _____
Gandy _____

The Executives' Conference is of the opinion that the rule should continue as at present. However, it is believed there will be justifiable reasons such as an Agent being on Special Assignment, plants, or because of illness, when an Agent will be unable to take each of these five practice periods. It is believed, therefore, that this matter should be left to the Special Agent in Charge to reasonably and fairly enforce the regulation; that no minimum requirement for each Special Agent be established, and that the Bureau from

JAN 11 1944

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its records in Washington communicate with the Special Agent in Charge and obtain an explanation whenever it appears that any individual Agent misses these practice periods for too prolonged a period without reasonable excuses afforded by the Special Agent in Charge. When the excuses are not believed good, then the Bureau can insist that the Agent make up these practice periods if it appears the Agent is not justified in missing so many or in the event it appears that the Special Agent in Charge is not giving this matter proper supervision.

It is to be borne in mind that there is a minimum requirement for qualifying over the regular prescribed courses which are fired seven times each year and this does not in any way affect these minimum requirements.

Respectfully,
FOR THE CONFERENCE

*I am apposed to the
Conference view. I
favor the suggestion
that all agents be
required to fire the
portal 4 out of 5
monthly periods
each year*

Clyde Tolson
Chairman

W. R. Glavin
Secretary

CC. Mr. Tolson
Mr. Clegg

1-10

I agree
H.

LAH:KSI

January 5, 1944

THE DIRECTOR

ALL INFORMATION CONTAINED

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DATE 4/26/91 BY SP5K/bco
4383013

The Executive Conference, those present being Messrs. Tolson, E. A. Tamm, Tracy, Q. Tamm, Hendon, Coffey, Carson, Acers, Ladd, Clegg, Mumford, and Hince, considered favorably the recommendation that the Technical Laboratory Section of the Manual of Instructions be modified and that the detailed description of technical equipment be omitted in view of the fact that this material is now covered more thoroughly in the recently issued Manual of Technical Equipment. The advantage of the change is that it will delete from the Manual of Instructions material which now covers 75 pages in the Technical Manual. The only disadvantage is that every Agent would not have the detailed description of the technical equipment available to him except when he was in the headquarters city because the Technical Manuals are now maintained in the field office.

The Conference was unanimously favorable to the suggestion and, if approved, the Manual of Instructions Section will be revised by substituting the attached manual section which consists of only two pages. The sections of the Manual of Technical Equipment will be indexed and referred to in the Manual of Instructions so that any Agent desiring information on technical equipment can, by referring to his own Manual of Instructions, find whether the matter in which he is interested is contained in the Manual of Technical Equipment and where.

Respectfully,
For the Conference

Clyde Tolson
Chairman

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Starke
Quinn Tamm
Nease
Gandy

cc - Mr. Tolson
Mr. Clegg

RECORDED & INDEXED

Attachment

47 JAN 11 1944

W. R. Glavin
Secretary

66-2554-2323
JAN 11 1944

The Bureau employs various items of technical equipment in investigative activities. The instructions regarding the operation of all technical equipment have been made the subject of a separate manual entitled "Manual of Technical Equipment". This manual is not distributed to individual Agents but is available in each field division assigned to the Special Agent in Charge. Provision has been made for assigning copies of these to qualified sound men. The manual is a handbook which considers each item of equipment separately and in that respect the chapters deal specifically with such factors as description, application, operation, and care. The manual is divided into four sections and an appendix: section one dealing with lights and electrical equipment; section two, with sound equipment such as microphones and amplifiers; section three, radio equipment; and section four, with miscellaneous equipment such as binoculars, compasses, et cetera.

Every Agent should be able to perform any operation outlined in the four sections of the manual. The separate section designated as an appendix of this manual is being supplied for primary assistance to qualified sound men, and operations in that section are not to be attempted by Agents other than those specifically qualified. The items covered, and their respective indexing, in this manual are as follows:

Section One

| | |
|---------------------|-------|
| Flashlights | 11-1 |
| Mile-Day Light | 11-2 |
| Signal Light | 11-3 |
| Portable Car Light | 11-4 |
| Ultra-Violet Lights | 11-5 |
| Test Lights | 11-6 |
| Pocket Testmeter | 11-7 |
| Hydrometer | 11-8 |
| Battery Chargers | 11-9 |
| Rotary Converter | 11-10 |
| Extortion Switch | 11-11 |

Section Two

| | |
|------------------------|------|
| Microphones | 25-1 |
| Briefcase Detectaphone | 25-2 |
| Box Type Detectaphone | 25-3 |
| Lafayette Amplifier | 25-4 |
| Sound Power Phones | 25-5 |
| Playback Units | 25-6 |

Section Three

| | |
|-----------------------|------|
| Automobile Radios | 3R-1 |
| National HRO Receiver | 3R-2 |

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DATE 5/8/91 BY SP2R/bce

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|---------------------------|------|
| Hammarlund Super-Pro | |
| Receiver | 3R-3 |
| Decoy Package | 3R-4 |
| Wallie-Tallie Transceiver | 3R-5 |

Section Four

| | |
|--------------------|------|
| Pocket Compass | 4R-1 |
| Stop Watch | 4R-2 |
| Binoculars | 4R-3 |
| Spotting Telescope | 4R-4 |

It is desired that each field division utilize the Manual of Technical Equipment in their periodic conferences with Agent personnel to enable the Agents not only to familiarize themselves with the contents of the manual but also to train the Agents in the proper use, operation, and care of the Bureau's technical equipment as set forth and clearly explained by the manual. In addition to the material covered at the conferences Special Agents should be assigned problems from time to time involving the use of the equipment and requiring reference to the Manual of Technical Equipment.

From time to time the Bureau has obtained a few items of technical equipment for field use which have not been generally distributed to every individual office but have been assigned only to a limited number of given offices generally centrally located or those offices having a more constant demand for the particular type of equipment. Such equipment can be obtained by other divisions upon specific request to the Bureau. When a field division has completed the use of ground and radio equipment furnished them for a specific assignment by the Bureau, notification should be supplied to the Bureau by teletype that the assignment has been completed and the equipment is available. It is not desired, however, that any equipment be shipped from one office to another or from one office to the Bureau until instructions have been received from the Bureau for such shipment. The Bureau should be notified by teletype whenever equipment is transferred from one office to another and the Bureau unit number or the factory serial number of the equipment should be given in the teletype.

WRG:1rd

January 7, 1944

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Coffey, Ladd, Hince, Rosen, Acers, Carson, Nichols, Quinn Tamm, Tracy, Mumford and Glavin considered the necessity of continuing the conference book listing maintained by Mrs. Wackerman's Office of the Chief Clerk's Office.

For the Director's information, this particular conference listing is a loose leaf listing of all Special Agents in and out of the service reflecting the In-Service Schools attended by them, the special schools attended by them and the special conferences attended by them in Washington. A ~~like~~ *comparable* record is necessarily maintained in the Movement Section of the Chief Clerk's Office and it is felt that the record maintained by Mrs. Wackerman's Office need no longer be continued.

The Conference unanimously recommends discontinuance of this record.

Respectfully submitted,
FOR THE CONFERENCE

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DATE 4/30/90 BY 382/1600
4323013

Glyde Tolson, Chairman

V. R. Glavin, Secretary

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JAN 11 1944

Tolson _____
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7 JAN 11 1944

WFG:AB

January 10, 1944

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 7/24/94 BY SP-5 JKA
#238113

The Executive Conference consisting of Messrs. Tamm, Hinge, Nichols, Carson, Hendon, Acers, Coffey, Mumford, Tracy, Quinn Tamm, and Glavin considered the problem of burning waste paper at the New York Office.

It was pointed out to the conference that during the past week, there has been considerable publicity in the New York papers concerning the fact that some government agencies are burning paper in large quantities despite the salvage drive. It was pointed out to the conference that when Mr. C. M. White, Director of the salvage drive in New York, issued the statement to the press to the effect that Government agencies were burning scrap paper, a comment was made that included in the paper burned was some confidential material from the FBI. There was no other comment made. It appeared that the New York Office desired to be informed as to the future procedure in disposing of its waste paper. The Conference was advised that the New York Office had advised the Chief Clerk's Office at the Bureau that they, the New York Office, burned about 3 truck loads of paper a week, or approximately 1000 pounds of scrap from the New York Office is burned each week.

The Conference feels that the burning of such an amount of paper is excessive and recommends that the attached communication go forward to SAC Conroy concerning a possible waste of paper in the New York Office. The Conference further approves, however, that the New York Office continue to have burned its confidential scrap paper.

Subject to the Director's approval, there is attached hereto a communication addressed to Mr. Conroy.

RECORDED & INDEXED

66-2554-2325
155 Respectfully submitted,
FOR THE CONFERENCE

21 JAN 11 1944

Clyde Tolson, Chairman

E. A. Glavin, Secretary

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
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Mumford
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Quinn Tamm
Nease

Very respectfully,
E. A. Glavin
H
317
Mr. Tolson
Mr. Clegg

WEG:AD

January 10, 1944

THE DIRECTOR

The Executive Conference consisting of Messrs. Tamm, Hince, Nichols, Carson, Hendon, Acers, Coffey, Mumford, Tracy, Quinn Tamm, and Glavin considered two suggestions for the disposal of closed files in Bureau Field Offices.

(1) It was suggested by Special Agent in Charge Belmont of the Cincinnati Field Office that it would be possible and feasible to cope with the situation of disposing of files of all but one copy of investigative and other reports, and all copies in excess of one of all communications placed in the files, after an interval of six months or one year following the closing of the case. In this manner the original report or one copy of the report from another Field Office would be kept in the field office files, enabling the field office to have a complete record but at the same time cutting down the filing space to the minimum.

Mr. Belmont feels that such a plan would reduce the present filing space by at least 1/3 in the average office.

(2) SAC Tully of the Memphis Office suggests that as a compromise between destroying all the closed files in the field office and maintaining all the closed files in the field office, that closed files in field offices which are over three years of age (using Statute of Limitations), and have been closed by being referred to the office of origin, be destroyed, that the folder of these files be retained as is the present policy, and that a 3 X 5 card be stapled to these folders reflecting the complete title of the case, including the name and aliases of the subject and victim, the age and birth place of all subjects and victims, the race of all subjects and victims, the date the case was RUC'd, and the name of the office of origin; that for future referred upon completion cases, a 3 X 5 card be prepared at the time of the RUC serial (report or letter) which contains the above information, and that this card be filed behind the month of the year three years subsequent. In other words, similar to the manner in which the original assignment cards are maintained in field offices at present.

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DATE 4/24/94 BY SP-1/64

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317
JAN 12 1944

MEMORANDUM FOR THE DIRECTOR

- 2 -

He lists a number of advantages and ~~a number of~~ disadvantages of this system. He feels that at least 1/3 of the filing space could be saved through such a program.

The Conference was of the unanimous opinion that no steps should be taken at the present time to strip our files to reduce present file space. It was pointed out that it would be a tremendous job, that under Mr. Belmont's suggestion all files would have to be reviewed and particular care would have to be taken to see that the stripping of the files was properly done. Under Mr. Ely's suggestion it would be necessary to even more carefully review the files and to have a big typing project in typing the necessary data suggested by him on appropriate 3 X 5 cards which are to be maintained in the Field Office files. It is felt that due to the personnel shortage at this time that it would be more expensive to initiate such a project now than it is to pay space rental for the space needed by the files. The Conference, therefore, recommends that the suggestion submitted by both Messrs. Belmont and Ely be tabled for the present.

Should the Director approve, the attached communications should go forward to SAC Belmont and SAC Ely.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson, Chairman

W. R. Glavin, Secretary

CC: Mr. Tolson
Mr. Clegg

Attachments

NOT USED

66-2554-2327

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HEREIN IS UNCLASSIFIED
DATE 4/26/91 BY SP5CJ/bce
#3230-13

CHANGED TO

WEG:AD

January 11, 1944

THE DIRECTOR

The Executive Conference consisting of Messrs. Tamm, Hince, Nichols, Carson, Hendon, Acers, Coffey, Mumford, Tracy, Quinn Tamm, and Glavin considered the suggestion that appropriate posters be made for posting in various typing sections on the care of typewriters.

There was exhibited to the Conference a suggested poster, which is attached hereto, which had been prepared by the Cartographic Section and approved by the Bureau's typewriter repairman concerning the use and care of typewriters. The Conference recommends approval of this poster for placing in the various typing sections at the Dept. of Government.

Respectfully submitted,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 4/26/91 BY SP5/BJC
#3230/S

Clyde Tolson, Chairman

CC: Mr. Tolson
Mr. Clegg

W. R. Glavin, Secretary

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
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Quinn Tamm
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RECORDED

INDEXED

166-2554-2328

JAN 12 1944

45 JAN 12 1944

MEMORANDUM FOR THE DIRECTOR

- 2 -

FROM JUNE 1942 TO MAY 1943, INCLUSIVE

| | |
|---|-----------|
| Amount Bureau paid for 125 accidents----- | 55,670.93 |
| Amount Special Agents paid for 108 accidents----- | 5,301.19 |
| Amount Third Party paid for 137 accidents----- | 3,849.24 |
| Amount of 95 accidents in which liability was questioned----- | 2,902.02 |
| Total accidents for a year----- | 465 |
| Total amount for a year----- | 17,723.38 |

Therefore, for the two years aforementioned there was a total of 843 accidents at a total cost of \$35,379.48 of which total amount the Government paid \$12,114.46. The Conference was informed that the survey as suggested would cost approximately \$1,000 in clerical time since it would take one clerk about six months to handle this, including the coding and punching of cards.

RECOMMENDATION: The Conference, with the exception of Mr. Hince, was of the opinion that the problem was not a serious one and that the survey should not be undertaken. Mr. Hince believed that although it would involve a considerable amount of work, the survey would permit us to obtain the facts with regard to the character of Bureau accidents which would serve as an exact guide in training. It was pointed out that the entire cost of the survey would not be more than the cost of two fairly serious accidents.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson, Chairman

W. R. Glavin, Secretary

CC: Mr. Tolson
Mr. Clegg

URG: AB

January 11, 1944

THE DIRECTOR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/21/87 BY SP5 C/L/K

#338 B

The Executive Conference consisting of Messrs. Tolson, Tamm, Quinn Tamm, Tracy, Carson, Hendon, Nichols, Acers, Ladd, Rosen, Hince, and Glavin considered the suggestion that a survey be made of Bureau automobile accidents occurring in 1942 and 1943 so that exact information might be available for use in training Special Agents and for general Bureau guidance. At the present time the information concerning automobile accidents is contained in various files and no exact analysis can be made without obtaining certain definite facts from each case and coding these facts on the punch cards so that the characteristics of the accidents may be tabulated.

The suggested survey would have permitted the obtaining of information for training purposes with respect to the characteristics of Bureau automobile accidents, answering such questions as those involving the number or percentage of accidents involving pedestrians, other automobiles, road obstructions, the Divisional Office involved and whether the accidents were rear-end collisions, turning accidents, accidents involving road surface conditions, etc. Particularly, the analysts would attempt to indicate driver violations.

The Conference was informed that in the two-year period from June, 1941, to May, 1943, inclusive, the following are the detailed figures concerning automobile accidents:

FROM JUNE 1941 TO MAY 1942, INCLUSIVE

| | |
|---|------------|
| Amount Bureau paid for 145 accidents----- | \$6,442.53 |
| Amount Special Agents paid for 119 accidents----- | 5,538.10 |
| Amount Third Party paid for 94 accidents----- | 4,247.32 |
| Amount of 29 accidents in which liability was questioned----- | 2,317.20 |
| Total accidents for a year----- | 378 |
| Total amount for a year----- | 17,656.15 |

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RECORDED

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166-2554-2329

JAN 12 1944

87 JAN 12 1944

WFA:MLM

January 11, 1944

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tamm, Glavin, Coffey, McGuire, Carson, Hendon, Tracy, Mumford, Rosen and Acers, considered the frequency with which stenographic classes, both beginning and advanced, should be started. The Conference unanimously recommended that no further stenographic classes be instituted until the eligible list, which is maintained in the Administrative Division, is decreased to 20 eligible 120 word per minute stenographers.

For the Director's information, there are at the present time 50 qualified 120 word per minute stenographers on the Bureau's eligible list. Twenty-eight of these are in the Justice Building; 21 of the 22 in the Armory are in the Identification Division. In addition to the 50 stenographers already on the eligible list, approximately 41 stenographers will graduate from the classes in February, 1944.

The Bureau's present policy of having the Training and Inspection Division institute new stenographic classes, in accordance with the availability of instructors and facilities, was established by Executive Conference memorandum and the Director's approval at a time when it was possible to place approximately twelve 120 word stenographers a month. Due to the freezing of personnel and the apparent reduction of work, it is not possible to place stenographers with the same frequency as when the present policy was instituted. The last placement by the Administrative Division of a 120 word per minute stenographer occurred on October 14, 1943.

It was pointed out by Mr. Acers that experience has shown that employees who are given stenographic ability and are not immediately assigned to stenographic positions have a tendency to become restless and in some cases make efforts to obtain positions in other organizations. In addition to this, stenographic ability, if not used, rapidly becomes rusty and such employees are subsequently unable to pass stenographic examinations without a further refresher.

INDEXED 66-2554-2330

In the event the Director approved the recommended policy of holding stenographic classes in abeyance until the eligible list is reduced to 20 eligible 120 word per minute stenographers, this will permit some reasonable expectancy of placement and

Tolson
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Quinn Tamm
Nease
Gandy

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4 JAN 18 1944

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will satisfy the Bureau's needs. When the eligible list is reduced to 20, additional stenographic classes will be instituted. The 20 stenographers will provide a reserve pool until the classes instituted at that time have produced additional eligible stenographers.

Respectfully,
For the Conference

cc: MR. TOLSON
MR. CLEGG

Glyda Tolson
Chairman

W. R. Glavin
Secretary

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COMMUNICATIONS SECTION
U.S. DEPARTMENT OF JUSTICE
WASHINGTON, D.C.

J. Edgar Hoover
DirectorFEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

WRG:lrd

WASHINGTON, D. C.

December 15, 1943

MEMORANDUM FOR THE DIRECTOR

The Executive Conference consisting of Messrs. Tolson, Coffey, Hince, Hendon, McGuire, Carson, Acers, Tracy, Mumford, Ladd, Goffey, and Glavin considered the discontinuance of certain work in the Movement Section of the Chief Clerk's Office of the Administrative Division.

For the Director's information, the Movement Section handles clerical work in connection with transfers and keeps the Special Agent and clerical movement books.

(1) It was recommended that the set of books maintained for Mr. Glavin's use be discontinued. It is pointed out that at the present time these books are maintained in the Movement Section and when called for are made available. Mr. Glavin is of the opinion that these books can be discontinued.

"OK". H. The Conference agrees.

(2) It was recommended that the address and telephone numbers of Special Agent supervisors assigned to the Seat of Government be eliminated from the Movement cards since that information can be obtained from the Information Desk.

"OK". H. The Conference unanimously recommends approval of this suggestion.

(3) It was recommended that the Movement Section discontinue the practice of showing the home addresses and telephone numbers of Resident Agents and continue to show the addresses and telephone numbers of Resident Agencies when they are not the same as the Resident Agents' home addresses and telephone numbers.

"OK". H. The Conference unanimously recommends approval of this suggestion.

(4) It was recommended that we discontinue showing on the movement cards the office of preference of employees.

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66-2554-2331
FEDERAL BUREAU OF INVESTIGATION
JAN 14 1944
U. S. DEPT. OF JUSTICE

JAN 19 1944

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MEMORANDUM FOR THE DIRECTOR

- 2 -

"I agree". H. The conference is unanimously opposed to the adoption of this suggestion since in making transfers and reviewing the cards it is essential many times that the office of preference be known and if the office of preference is not shown on the movement cards, it would be necessary to call the actual personnel file to get this information.

(5) It is recommended that we discontinue showing the education on the movement cards of the various employees.

"I disagree". H. The Conference was of the unanimous opinion that this suggestion should not be favorably approved since it is necessary a great many times to check to see the educational qualifications of an Agent or an employee in a clerical capacity and such information can be secured readily from the movement card.

(6) It was recommended that we discontinue showing the special qualifications of Special Agents on the movement cards such as firearms qualifications, etc.

"I disagree". H. The Conference is unanimously opposed to the adoption of this suggestion since in cases of emergency in the past it has been necessary to check the movement cards to find out the special qualifications of Special Agents in various field offices who could be sent out on special duty and if this information were not readily available on the movement cards, it would be necessary to call the files to secure such information.

(7) It was recommended that the map reflecting the assignment of Accountants maintained in Mr. Pennington's office be discontinued, it being pointed out that Mr. Pennington has a set of Accountant's books which is maintained in a current status at all times. Mr. Pennington states that he can get along without this map.

"OK". H. The Conference recommends approval of this suggestion.

Respectfully submitted,
FOR THE CONFERENCE,

"Above has been put into
effect in Movement Section."

JWM

Clyde Tolson
Chairman

CC: Mr. Tolson
CC: Mr. Clegg

W. R. Glavin
Secretary

SECRET

December 27, 1943

THE DIRECTOR

Laboratory

The Conference today considered the request of the Laboratory for the purchase of a Perkin-Elmer Model 5000 Spectrophotometer. Mr. Coffey explained that this instrument would give qualitative determinations of most of the chemical elements in soil and plant specimens. Particularly important, however, is direct test of soil for lead qualitatively and quantitatively. Lead present as an impurity of phosphorus, sulfur, and ash, which tests are very difficult with existing equipment and methods. It was pointed out to the Conference that the Bureau is receiving an increasing number of soil samples in which lead is present in significant amounts. In a recent study of the situation, Mr. Coffey found that a large percentage of the characteristic lead is being put into chemical analyses of these metal samples and this work could be speeded up with the new perkin-elmer spectrophotometer. It was also pointed out to the Conference that from the large number of these new soil samples will continue and will increase. Another advantage of having this equipment is that the Bureau will then be in possession of the most modern and approved method a reference for this work as used in the work of the steel mill testing laboratories and research laboratory, and this is an important factor when testifying on the witness stand in court cases. The Conference also decided that the cost of the equipment is approximately seven thousand dollars and that it is available.

The Conference, consisting of Messrs. Tolson, Clegg, Glavin, Ladd, Nichols, Rosen, Tracy, Carson, Harbo, Hendon, McGuire, Mumford, Piper, Quinn Tamm, Nease, and Gandy, was held in favor of the purchase of this equipment.

Mr. Tolson _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

*revised
1-10-44
mc*

*OK
H*

Respectfully,
For the Conference
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DEC 31 1943
CLYDE TRACY, Chief Clerk

66-2554-1332

U.S. DEPARTMENT OF JUSTICE
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January 11, 1944

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The Executives' Conference considered and approved the attached schedule for In-Service classes which was submitted as a sample schedule. There is no change in the subject matter from that previously approved except for the arrangement of the classes in view of the large number of In-Service men.

Under this arrangement of the schedule the two In-Service classes arriving in Washington on Monday spend the day in Washington and depart for Quantico at 7:30 P.M. They stay at Quantico the remainder of the first week and on Sunday and Monday of the second week. They return to Washington on the second Monday night and stay in Washington until 4:30 P.M. on the second Sunday before they depart for their headquarters.

Three and one-half days are devoted to firearms training at Quantico. While one class is on the range the other is in the classroom. The schedule is arranged so that no instructor is requested to go to Quantico unless four hours of time is scheduled.

Mr. Ladd suggested that the schedule be rearranged because his Supervisors handling Espionage, Sabotage and Alien Enemy Control Matters must be in Quantico two days each week. The schedule is so arranged so that the Espionage Instructor must lecture at Quantico on Mondays from 9:00 A.M. to 3:00 P.M. and on Thursdays from 9:00 A.M. to 3:00 P.M. This is a five hour lecture. The Sabotage Supervisor must lecture from 3:00 P.M. to 9:00 P.M. on Mondays and from 3:00 P.M. to 9:00 P.M. on Thursdays. This is a four hour lecture. The Alien Enemy Control Supervisor must lecture from 4:00 P.M. to 9:00 P.M. on Wednesdays and Fridays. This is a four hour lecture. Mr. Ladd suggested the schedule be so set up so that the Espionage Instructor might lecture to one class at Quantico from 9:00 A.M. to 3:00 P.M. and to the other class from 3:00 P.M. to 9:00 P.M. He suggested similar arrangements for the other Supervisors involved.

Mr. Tracy
Mr. Acers
Mr. Hince recommended against this arrangement on the grounds that the Espionage Supervisor would have to lecture ten hours in one day each week and the others eight hours each. Mr. Hince felt that this was excessive, not that the Supervisors minded working that hard, but they simply cannot put out the material.

Mr. Mumford

Mr. Starke

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

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27 JAN 19 1944

27 JAN 19 1944

Memorandum for the Director

enthusiastically for ten consecutive hours. The effect upon the class rather than the effect upon the Instructor was thought to be of primary importance. The Conference unanimously agreed.

Those present at the Conference were: Messrs. E. A. Tamm, Glavin, Ladd, Coffey, Tracy, Nichols, Quinn Tamm, Acers, Hendon, Carson, Mumford and Hince.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

HHC:JVH

January 13, 1944

THE DIRECTOR

The Executives' Conference, Messrs. Tolson, E. Tamm, Glavin, Ladd, G. Tamm, Rosen, Tracy, Carson, Hince, Hendon, Acers, Coffey, Mumford, and Clegg being present, considered the suggestion that physical descriptions of a subject be eliminated in teletype messages between field offices in Selective Service Cases.

The suggestion was originally made by Mr. Hanni at the SAC'S Regional Conference in Chicago. He had no difficulty in making identities by names alone with the local boards in North and South Dakota. The other SAC'S at Chicago were opposed to the suggestion since fictitious names might be used and erroneous addresses might be furnished by a person who was arrested without his registration card.

The National Defense Manual now states that the description of the subject be set forth if the name is a common one.

Messrs. Harbo, Schmidt, Crowl, Hendon, and Wily recommended the elimination of the description from these teletypes.

Mr. Brantley and Mr. Hicks disapprove of this suggestion.

The Executives' Conference unanimously recommended that the present regulation continue in the Bureau's Manual that the physical description be included if the name of the subject is a common one.

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Respectfully,
For the Conference

Glyde Tolson
Chairman

W. R. Glavin
Secretary

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27 JAN 19 1944

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E. A. Tamm
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cc-Mr. Tolson
Mr. Clegg

HHC:JVH

January 13, 1944

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THE DIRECTOR

The Executive Conference, Messrs. Tolson, E. Tamm, Glavin, Ladd, Q. Tamm, Rosen, Tracy, Carson, Hince, Hendon, Acers, Coffey, Mumford, and Clegg being present considered the suggestion that when undeveloped leads are received, have ticklers set up for reports prepared by the office of origin and the office of prosecution, such leads being "asterisk" because they are designated by an asterisk indicating they are repeated leads, that it should not be necessary to send a copy of the report to the auxiliary offices which have already received the same lead in a previous report. These "asterisk leads" are brought up once each thirty days by the office of origin or the office of prosecution in order to keep current all the outstanding leads which have not been developed. This matter was submitted to the Inspection Staff;

Messrs. Brantley, Connelley, Harbo, Hendon, and Hince recommended favorably concerning the lead.

Messrs. Crowl and Scheidt were in agreement, provided, of course, the new report set forth no additional information which would be of assistance in covering the lead. This is fundamental and obviously the other inspectors are in full agreement with this one elementary practice.

Mr. Wyly is opposed because it permits Agents to designate copies in some cases and to omit them in others, which he believes will lead to confusion and will require more supervision than at present.

Those favoring this suggestion point out that savings would be effected and that it will be unnecessary to make a second run of the reports when some of the copies for the auxiliary offices would be unnecessary and thus there would be a saving in typing and paper.

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Carson _____
Harbo _____
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Mumford _____
Starke _____
Quinn Tamm _____
Nease _____
Gandy _____

cc-Mr. Tolson
Mr. Clegg

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The Executive Conference agreed unanimously with the opinion of Mr. Crowl and Mr. Scheidt, which also represents the views of Messrs. Brantley, Connelley, Harbo, Rendon, and Hince. Mr. Crowl and Mr. Scheidt's modification already is the requirement. If this is approved there is attached hereto a suggested manual change.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

"ASTERISK LEADS"

In the future it will not be necessary for the office of origin and the office of prosecution to send copies of reports automatically to auxiliary offices when the sole purpose in doing so is to comply with the former requirement that copies of reports be sent to offices receiving "asterisk leads." Of course, if new information of value to the auxiliary offices in developing "asterisk leads" is set forth in the report then, of course, copies should be sent to such auxiliary offices.

The practice of continuing to prepare "asterisk leads" should be continued as at present, in order that there will appear in the file of the office of origin at the prescribed intervals a record of all outstanding undeveloped leads.

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January 14, 1944

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DATE 1/26/91 BY SP5CJ/bce
323813

THE DIRECTOR

RE: FINGERPRINTING ARMY PERSONNEL INVOLVED
IN VIOLATIONS OF FEDERAL LAWS

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Losen, Nichols, Quinn Tamm, Carson, Hince, Hendon, Mumford, Coffey, Acers and Tracy, considered a suggestion of Special Agent Raymond P. Wirth of Miami.

Agent Wirth pointed out that he had handled cases in which Army personnel had violated some Federal law and since no release for Federal prosecution could be obtained, the U. S. Attorney declined prosecution and the cases were closed. In such cases, he stated, the Provost Marshal's office having custody of the soldier did not forward fingerprints to the Bureau as the Police Department would do and he suggested that the Bureau contact the War Department for the purpose of having instructions issued to all local Provost Marshal offices to fingerprint all offenders and forward the fingerprints to the Bureau in order that such criminal information might be on file at the Bureau in the event such soldiers engage in a life of crime following their release from the Army.

It was pointed out to the Conference by Mr. Tracy that fingerprints of all soldiers confined to disciplinary barracks or to Leavenworth Penitentiary are presently forwarded to the Bureau and also many local Provost Marshal's offices now send fingerprints to the Bureau in cases such as mentioned by

Mr. Tolson
Mr. E. A. Tamm

Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
The Conference was unanimously of the opinion that it would not be desirable to request the War Department to issue instructions to all local Provost Marshal offices in view of the situation as it presently exists.

Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
It was pointed out further that the fingerprints of those presently in the armed services will be on file in the Bureau and in the post war period the event a record is desired and the offender is of military age to have in the present World War, his Army or Navy personnel record would, of course, be secured and gone over and this record would show any disciplinary or other action taken during the period of his service.

Mr. McGuire
Mr. Mumford
If approved, there is transmitted herewith a letter to Agent Wirth thanking him for the suggestion.

Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Clegg

Clyde Tolson, Chairman

E. R. Glavin, Secretary

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JAN 19 1944
FOR THE CONFERENCE

166-2554-2336

LAH:JD

January 14, 1944

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THE DIRECTOR

DATE 4/26/91 BY SP-5 JHC
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The Executives' Conference, those present being Messrs. Tolson, E. A. Tamm, Clegg, Coffey, Nichols, Rosen, Tracy, Acers, Carson, Hendon, Quinn Tamm, Mumford and Hince, considered and approved unanimously the following suggestions made by SAC Sears, Philadelphia, concerning the handling of Immigration and Naturalization Service matters at Philadelphia:

1. The Immigration and Naturalization Service has requested that Sears use a form letter for placing "stop notices". This letter would be used exclusively by the FBI Philadelphia office. A copy of the proposed letter is attached.
2. The field should be informed by bulletin of the distinction made by the Immigration and Naturalization Service between a "stop notice", which is a request to apprehend and hold a person, and a "lookout notice", which is considered a request to be notified in the event the Immigration and Naturalization Service receives any information concerning the subject.
3. The field should be informed by bulletin that when stop notices or lookout notices are placed, the office of origin should furnish the Philadelphia office with the subject's alien registration number and central office file number, if available.
4. The field should be informed by bulletin that requests of the Immigration and Naturalization Service to furnish information from their records should be handled through the FBI Philadelphia office. This is a current instruction but Sears suggests emphasis because some offices have handled the matter directly with the Immigration and Naturalization Service at Philadelphia. He suggests this to avoid duplication of effort by both the FBI Philadelphia office and the Immigration and Naturalization Service at Philadelphia.

ACTION TO BE TAKEN: If approved, the attached bulletin should be sent and the Philadelphia office will be authorized to use the attached form, as indicated in the communication to Philadelphia which is likewise attached.

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Quinn Tamm _____
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Gandy _____

Respectfully,
FOR THE CONFERENCE

RECORDED & INDEXED

Clyde Tolson
Chairman

166-2554-2337
F B I
27 JAN 19 1944
W. R. Glavin
Secretary

cc - Mr. Tolson
Mr. Clegg

14 JAN 19 1944

HHC:JVH

January 13, 1944

THE DIRECTOR

The Executives' Conference, Messrs. Tolson, E. Tamm, Clegg, Coffey, Glavin, Nichols, Rosen, Tracy, Acers, Mumford, Hince, Hendon, Carson, and Q. Tamm being present considered a suggestion made by Supervisor Charters, Special Agent in the New York Office, that at the weekly conference of the Special Agent in Charge, Assistant Special Agents in Charge, and Supervisors of the New York Office, that Assistant Directors of the Federal Bureau of Investigation appear as frequently as circumstances will permit. Further, he suggested that a supervisor of Communist matters appear before this group once each month and a supervisor of Selective Service matters appear monthly before this group. The advantages of the suggestion are to the effect that through this supervisory staff in New York there can be arranged a clarification of both, and an explanation of procedure and a portrayal of the Bureau's desire to a large percentage of the Agents in the New York Office.

The Executives' Conference unanimously favor this suggestion and if it is approved there is attached hereto a letter to Mr. Charters informing him of the approval and a letter to Mr. Conroy advising that he should make a schedule in advance of the dates for these Conferences so that assignments can be made by the Training and Inspection Division to meet this requirement.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

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Quinn Tamm
Nease
Gandy

cc-Mr. Tolson
Mr. Clegg

166-2554-2338

RECORDED 27 JAN 19 1944

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JKM:BK

January 8, 1944

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DATE 7/26/91 BY SP5CJ/bce
#8230/3

THE DIRECTOR

Selective Service - Comm. to time

The Executive Conference with Messrs. E. A. Tamm, Ladd, Coffey, Glavin, Nichols, Tracy, Acers, Carson, Hendon, Hince, Quinn Tamm and Mumford in attendance, considered the suggestion that instructions be issued to the field that they discontinue placing stop notices with local police agencies and the Bureau in Selective Service cases until such cases have progressed to such a point that the subject may be considered an actual fugitive and outstanding undeveloped leads do not appear to warrant the assumption he will be apprehended in the immediate future. After considering the following circumstances, the members of the Conference were unanimous in their opinion that this suggested policy should be adopted.

It was pointed out by the Selective Service Section of the Security Division that in November, 1943, 7,905 new cases were received and 10,345 were closed; that since February, 1943, over 10,000 cases have been closed each month, not including approximately 7,000 "failure to possess registration card" cases monthly. This tremendous volume illustrates the burden which has been placed upon local police departments and our own Identification Division by having the offices after only a very cursory preliminary investigation place formal stop notices. Our own Identification Division has found that in a relatively high percentage of cases the removal notice is received before they have had an opportunity to prepare the stop notice, and it is known that a large number of police departments are so burdened with these matters that their available personnel has no opportunity to make any actual search of their records to identify delinquents because they are so busy indexing, filing and removing the notices themselves. During the early months of the Selective Training and Service Act, the Bureau was so understaffed and so burdened with what was considered more important cases that the responsibility for handling draft delinquents was left almost entirely to local police officers. However, with additional personnel assigned to Selective Service, particularly in metropolitan centers, the time required to locate a delinquent has been materially diminished, resulting in the turnover cited by the figures above.

RECORDED & INDEXED 66-2554-2339
JAN 18 1944

Outstanding instructions to the field have always been that Bureau cases should be thoroughly investigated looking to the apprehension of subjects before stop notices were placed as a routine investigative step. However, because of the attitude necessarily taken towards Selective Service cases prior to our entry into the war, the practice was started of placing these stop notices before any real investigation had been made. Their value has not been considered commensurate with the work involved on the part of the field offices or the police departments.

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Memorandum for the Director

In lieu of the routine placing of stop notices, it is recommended that the field be instructed to refrain from so doing until the case has reached a point where the subject can honestly be considered a fugitive and the investigative leads are not likely to effect his immediate apprehension. As an easier means of placing the names of such subjects before the local police agencies, the field offices may then periodically, monthly or oftener, prepare a list of Selective Service delinquents who are badly wanted and distribute that list throughout the field office district or throughout the entire state. This will enable the police to concentrate on the apprehension of these cases which have become major problems rather than dissipating their time on clerical duties or searches for subjects who may be located with greater ease through the following out of presently available undeveloped leads.

If you concur there is attached for your approval an appropriate bulletin.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

JKY:BK

January 8, 1944

THE DIRECTOR

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The Executive Conference with Messrs. E. A. Tamm, Ladd, Coffey, Glavin, Nichols, Tracy, Acers, Carson, Hendon, Hince, Quinn Tamm and Mumford in attendance, considered the advisability of instructing the field offices to maintain an index of persons and organizations in connection with their Nationalistic Tendency Charts on the Communist Party, Communist front and Communist infiltrated groups. You will recall that in August, 1941 when the Nationalistic Tendency Charts were first undertaken, the suggestions sent to the field included a paragraph as follows:

"Consideration might be given to the preparation of a general index, which would be utilized in conjunction with the charts in order to allow for ready reference, particularly at the time the charts may become elaborate. This index, of course, would be in alphabetical order, and would set forth the particular chart on which the name of the group or individual appeared, as well as the case file number and any other references indicating the location of additional data."

It appears that some offices have utilized such an index on the assumption that the above quoted suggestion constituted Bureau authority, whereas other offices have either written in specifically for authority or have refrained from using an index in the belief that it was not authorized.

Subsequent to the entrance of this country into the war, with the resultant internment of the more dangerous alien enemies, and the prosecution of subversive groups and individuals for specified overt acts, it was not felt necessary to maintain Nationalistic Tendency Charts on other than Communist matters and such were accordingly discontinued. The Communist charts, however, have in many districts become extremely complicated because of the ramifications of the Party's operations and our more complete knowledge of the Party's infiltration and control of outside groups. Frequently the name of one individual will appear on a dozen or more charts or in a score of official capacities. It is almost a necessity in order to keep the charts up-to-date and make efficient use of them that an index of some kind be prepared. An alphabetical card index maintained in conjunction with the charts and immediately available with them would appear to be the most efficient in this regard.

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Memorandum for the Director

The members of the Executive Conference were unanimous in their opinion that authorization should be given to field offices to maintain such an index where needed. If you concur, there is submitted at this time for your approval a bulletin so advising the field.

Respectfully,
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Attachment

LAH:PJ

January 12, 1944

THE DIRECTOR

The Executives' Conference considered the suggestion of Miss Winifred G. Jacobs of the FBI Laboratory that a smoking room be furnished for the girls of the Laboratory. She suggested possibly an elevator lobby could be used, pointing out that the only present facilities are one lavatory which is very congested.

ACTION OF THE EXECUTIVES' CONFERENCE: This suggestion was unanimously disapproved because there is no space available for this purpose. The lobbies are presently used as classrooms.

Those present at the Conference were Messrs. E. A. Tamm, McGuire, Carson, Coffey, Acers, Mumford, Rosen, Tracy and Hince.

If approved by the Director it is suggested the attached letter be forwarded to Miss Jacobs.

Respectfully,
FOR THE CONFERENCE

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DATE 4/26/91 BY SP521/bce
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Clyde Tolson
Chairman

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W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Tolson
Mr. Clegg

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January 18, 1944

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Quinn Tamm, Mumford, Carson, Acers, Hendon, Tracy, Hince, Rosen, Ladd and Nichols, considered the instruction requiring the use of the new official office memoranda in correspondence with the Department.

It was pointed out that the new form has no place for a signature and furthermore, according to previous instructions, certain types of memoranda directed to the Attorney General and the Department require the Director's initials. Such communications are forwarded by the Reading Room to the Director's Office.

The Conference was unanimous in recommending that the practice be adopted of having the Director's initials placed to the left of the word "from," which for administrative purposes within the Bureau, will be considered as the Director's signature and communications on the new form memoranda will be an authorization for the Mail Room to direct the communication to the Department. Two copies of current memoranda addressed to the Department requiring the Director's signature are attached.

Respectfully,
For the Conference

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HEREIN IS UNCLASSIFIED

DATE 4/26/91 BY 6521/bce

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Clyde Tolson, Chairman

W. B. Glavin, Secretary

66-2554-2341X

Attachment

cc - Mr. Glavin
Mr. Tolson

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F B I
23 JAN 20 1944

9 JAN 20 1944

Tolson
E. A. Tamm
Clegg
 Coffey
 Glavin
 Ladd
 Nichols
 Rosen
 Tracy
 Acers
 Carson
 Harbor
 Hendon
 Mumford
 Starke
 Quinn Tamm
 Nease
 Gandy

FEDERAL BUREAU OF INVESTIGATION
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Page 331 ~ Duplicate

Page 386 ~ Duplicate

FBI File Number 66-HQ-2554, Section 26

THE DIRECTOR

December 3, 1944

THE EXECUTIVE CONFERENCE

The Executive Conference of December 6, 1944, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Adams, Coffey, Tracy, Nichols, Mumford and Glavin considered the payment of per diem to Special Agent employees in In-Service School who reside at the Armory.

It was pointed out to the Conference that at the present time the Agents who stay in the dormitory in the Armory may stay a part of the time they are attending In-Service School and may be absent from the dormitory on one or more evenings during the week they are in Washington. This procedure can be followed under present Bureau regulations.

The Conference was unanimously of the opinion that if Special Agent employees decided to take advantage of the facilities of the dormitory at the Armory during their week at Washington that per diem payments would be \$3.25 per day even though they utilized the facilities of the dormitory every night.

had not

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg
Mr. Hendon

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HEREIN IS UNCLASSIFIED
DATE 12/12/91 BY SP5AL/hcc

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EX-47

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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THE DIRECTOR

December 8, 1944

THE EXECUTIVE CONFERENCE

The Executive Conference of December 6, 1944, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Acers, Coffey, Tracy, Nichols, Mumford and Glavin considered the suggestion that \$34,000.00 worth of war bonds be purchased in connection with the Sixth War Loan from funds of the Agents' Insurance Fund.

For the Director's information, the fund at the present time totals \$145,764.35 of which amount \$37,480.00 is in United States Government Bonds. We are permitted to invest up to 50 percent of the fund in war bonds and the Conference, therefore, recommends the purchase of \$34,000.00 worth of bonds at the present time. This amount will approximate 50 percent of the present fund.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg
Mr. London

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DATE 12/12/91 BY SP5CJ/bcc

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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THE DIRECTOR

December 8, 1944

THE EXECUTIVE CONFERENCE

The Executive Conference of December 6, 1944, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Acers, Coffey, Tracy, Nichols, Mumford and Glavin considered a suggestion submitted by Mr. Tracy concerning the decorating of the Identification Building Lobby at the Armory. A sketch of the decoration for the lobby is attached hereto.

For the Director's information, the other lobbies in the Armory are appropriately decorated now, the Training Division and the other two lobbies, and the Identification Building Lobby is the one not yet decorated. It is estimated that the cost of dressing up the lobby as is reflected in the attached rough sketch, would be \$247.00.

The work could be performed by the Cartographic Section of the Administrative Division.

The Conference recommends favorably as to the recommended project. Should the Director agree, appropriate steps will be taken by the Administrative Division to perform this work at the earliest opportunity.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg
Mr. Hendon

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ALL INFORMATION CONTAINED
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DATE 12/12/91 BY SP5/bee

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
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Mr. Mumford
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Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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THE DIRECTOR

Executives Conference

December 7, 1944

FBI GIRLS' CHOIR

At a meeting of the Executives Conference on December 7, 1944, attended by Messrs. Tolson, E. A. Tamm, Glavin, Glegg, Coffey, Rosen, Tracy, Hendon, Maguire and Ladd, the Conference was advised that the FBI Girls' Choir had been invited to sing at the U.S.O. Club at 801 Market Space on Saturday evening, December 16, 1944; further that the choir had been invited to sing at the U.S.O. Club at 17th and K Streets, N.W. on Sunday evening, December 17, 1944.

The Conference unanimously recommended that both of these invitations be accepted and that the choir be permitted to sing on these occasions.

The Conference was also advised that on Christmas Eve last year the Girls' Choir was allowed to sing Christmas carols in the Bureau corridors for Bureau employees. It was suggested that this year permission be granted for them to sing Christmas carols at the Armory on the afternoon of Saturday, December 23rd. It was also suggested that this be limited to the Armory, inasmuch as a large number of the members of the choir are employees of the Identification Division. The Conference was unanimously in favor of this.

In the event you approve, the Choir will be advised.

Respectfully,
For the Conference,

Clyde A. Tolson

Edward A. Tamm

cc Mr. Hendon
Mr. Clegg

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DATE 12/13/91 BY SP5/bee

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THE EXECUTIVE CONFERENCE

December 6, 1944

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On November 23, 1944, the Executive Conference consisting of Messrs. Tolson, Ladd, Rosen, McGuire, Acers, Coffey, Tracy and Glavin considered a suggestion made by Mr. Tracy that the Bureau institute a time study of Bureau procedures.

Mr. Tracy advised the Conference that all modern, up-to-date business concerns not only make detailed time studies of the cost of every operation in the organization, but do so rather frequently; and that it is, of course, absolutely essential for a company engaged in contractual obligations to know its unit costs. He pointed out that industry has found it necessary in order that its executives will know whether a particular unit, section or department is operating efficiently.

Mr. Tracy, therefore, recommended to the Conference that the Bureau, in instituting a time study, begin at the Seat of Government; and that thereafter, a time study be made in the Field. He pointed out to the Conference that one particular study would be on the time cost of typing index cards not only at the Seat of Government but in the various Divisional Offices; and that we would then have information on hand which would permit a proper valuation of the efficiency of the various units at the Seat of Government and the offices in the Field from a cost basis. He further felt that it would be of value to the Training and Inspection Division; and that after the time study was once made, additional time studies could be made from time to time to insure continued efficient comparative operation of Divisional Offices and offices at the Seat of Government.

The Conference felt that the study suggested by Mr. Tracy would be a desirable one and recommends such a study be begun at the Seat of Government on a comparable basis of activities in the Identification Division and the Files Section.

In the event the Director approves, the appropriate study will be immediately initiated by the Administrative Division.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

cc - Mr. Clegg

Mr. Hendon

E. A. Tamm

Memorandum for the Director

placed upon the Field to investigate only those persons actually considered by the SAC to be dangerous or potentially dangerous in the Communist movement, and as a corollary he should retain in his Security Index File and follow the activities only of those persons who come within that category. To carry out this responsibility, he must, of course, keep track of the whereabouts and activities of such persons for investigative purposes and, therefore, no added work will be involved in maintaining the Security Index Cards in a current status.

The maintenance of a Security Index of the nature contemplated above by cards is unquestionably simpler and much more economically kept up to date than could be a system of preparing and submitting a list semi-annually. The latter method would be out of date except for the two days a year on which it was submitted whereas the Card Index System is currently up to date at all times.

If you concur with the members of the Conference, there are attached for your approval letters of acknowledgment to SAC Conroy and Special Agent E. T. Turner.

Respectfully,
for the Conference

Clyde A. Tolson

"CX. 1."

E. A. Tamm

JUL 300

November 27, 1944

MEMORANDUM FOR THE DIRECTOR

Re: EXECUTIVES' CONFERENCE

The Executives' Conference, with Messrs. Tolson, Ladd, Rosen, Tracy, Coffey, Quinn Tamm, Leers, and Sanford in attendance today, considered suggestions made by Special Agent A. T. Turner of the New York Office and subsequently of substantially the same nature by SAC E. A. Conroy of the New York Office, that the Key Figure Program be discontinued, the preparation and maintenance of Security Index Cards be discontinued, substituting therefor memoranda semi-annual as to the composition of the various charts maintained on the Communist Political Association and its front and infiltrated groups, plus a list of all CPA attorneys, bondsmen, and other individuals important and prominent in the movement. Mr. Conroy suggests, however, that Security Index Cards be retained on key figures in the Communist movement but be discontinued on all nationalistic groups, such as German, Italian, Japanese, etc., because of the burden on the Field in keeping track of the addressees.

The members of the Executives' Conference were unanimously of the opinion that the Key Figure and the Security Index Card Programs should be continued at least for the duration of the war for the following reasons:

With respect to the cards on persons other than Communists, it should be noted that the cards have been removed from the Security Index File on all persons who have been processed under the Alien Enemy Control Program and that the procedure which has been in force for a long time provides that in the event a person's status becomes one in which he is no longer considered dangerous or potentially dangerous, his card may be cancelled and removed from the File. Therefore, the only cards remaining in the File, the location of the subjects of which must be checked periodically, are those persons still considered actually dangerous or potentially dangerous.

Under the present circumstances, with the Communist Party at a pick to which it has never before progressed, it is not believed we should lessen our safeguards in any way, particularly just when we are approaching a transitional period from wartime to peacetime with the possibility of changes in the relationship between this country and the USSR and a very probable increase in unemployment. Under the recently adopted policy, as set out in Bureau Bulletin No. 40, Series 1944, dated July 15, 1944, the responsibility has been

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THE DIRECTOR

December 2, 1944

THE EXECUTIVE CONFERENCE

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DATE 2/27/92 BY SP5CJ/KCE

Executive Conference

The Executive Conference of November 29, 1944, consisting of Messrs. Tolson, Ladd, Rosen, McGuire, Acers, Coffey, Tracy and Glavin considered a suggestion originating in the Personnel Conference that practice dictation classes for qualified stenographers be instituted.

It was pointed out to the Conference that at the present time we have about 45 employees who have passed the stenographer's test at 120 words per minute but due to the lack of stenographic positions, they have not yet been placed as stenographers. In addition, there are those who have stenographic speed of 90 words per minute who are interested in building up their speed in order that they might pass the Bureau's stenographic test. These 90 word a minute stenographers would be interested in attending speed dictation classes merely to improve their dictation ability. Those who have passed the 120 words a minute stenographic tests but not assigned to stenographic duties are desirous, on their own time, of taking speed tests to keep up their speed.

It was recommended to the Conference that the Training and Inspection Division arrange for classes to be given to these employees from 5:45 to 6:30 p.m. several nights a week so that they can continue to improve their stenographic skill. The Training Division has stated that such classes can be held on Wednesday, Thursday and Friday of each week, beginning December 13th at 5:45 P.M. and lasting until 6:30 P.M. in Assembly Room #1.

Should the Director approve the holding of such speed classes, the interested employees will be immediately advised.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Clegg
Mr. Hendon

RECORDED & INDEXED

66-2554-5329

DEC 13 1944

THE DIRECTOR

December 8, 1944

THE EXECUTIVE CONFERENCE

The Executive Conference of December 6, 1944, consisting of Messrs. Tolson, E. A. Tamm, Rosen, Acers, Coffey, Tracy, Nichols, Mumford and Glavin was advised by Glavin that under date of December 1, 1944, Harold D. Smith, Director of the Bureau of the Budget had issued a communication to the Heads of all Executive Departments and Establishments concerning deferred pay days.

For the Director's information, a copy of the Bureau of the Budget circular is attached hereto. It will be noted that the pay rolls are reestablished on the fifteenth and last day of the month and further that the Treasury Department is going to establish a lag in pay roll payments so there will be a lag of twelve days in paying salaries of employees. This lag which is recognized procedure in all large industrial concerns will not come over night. It will be picked up a day or two at a time, for instance, perhaps in the month of February instead of paying on the fifteenth and the twenty-eighth of February, payments may be made on the sixteenth and the first of March, and in March the same way until the entire twelve days' lag has been established and then pay days will be uniform from that day forward.

The Conference feels that the employees of the Bureau should be advised concerning this change of procedure in pay rolls so they will not be under any misapprehension concerning the effect the pay roll lag will have on their securing their salaries. Subject to the Director's approval, there is attached a suggested bulletin to all employees of the Bureau.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

CC - Mr. Clegg
Mr. Hendon

DEC 13 1944

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DATE 12/13/94 BY [signature]

DML:CSH

THE DIRECTOR

Executives Conference

December 9, 1944

Granting of ~~annual~~ leave to
employees on ~~SIS~~ assignment

The Executives Conference on December 8, 1944, attended by Messrs. Tolson, Tamm, Clegg, Rosen, Tracy, Glavin, Coffey, Hendon, Maguire and Ladd, considered the Bureau regulation forbidding the granting of any annual leave for vacation purposes to employees, Agents or clerical, outside the United States. The Conference was advised that at the present time the Legal Attaches can grant up to two days emergency annual leave, but that employees are not permitted to take any vacations outside the United States, it having been the practice to recall the employees at the end of 18 months for inservice training and at that time to permit them to take three weeks annual leave in the United States.

Messrs. Tolson, Glavin, Tracy, Tamm, Coffey, Hendon, Maguire and Ladd recommended that this rule be changed and that the Legal Attache be permitted to grant leave to agent or clerical employees assigned to his office up to two weeks at any one time; further, that the Legal Attache should be responsible for knowing the whereabouts of the Agents on leave in his district and in the event employees plan to take leave in a country other than that to which they are assigned, the Legal Attache should be responsible for notifying the Legal Attache in the adjoining district to which the employee is proceeding.

Mr. Clegg was opposed to making any change in the regulation until the uncertainty with reference to the jurisdiction for world-wide intelligence has been settled.

The Conference was unanimously in favor of continuing the program recently adopted of calling in to the United States each 18 months all Agents and clerical personnel, for retraining, and suggested that these employees when in the States for retraining purposes be granted not to exceed two weeks leave.

Respectfully,
For the Conference,

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DATE 12/13/91 BY *[signature]*

Clyde A. Tolson

Edward A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc Mr. Hendon
Mr. Clegg

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Clyde Tolson

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THE DIRECTOR
THE EXECUTIVES CONFERENCE

DECEMBER 11, 1944

The Executives Conference consisting of Messrs. Tolson, Glavin, Long, E. A. Tamm, Hendon, Tracy, Ladd, Rosen and Clegg considered the suggestion of James A. Carlson that since there are from two to seven memoranda per day prepared for dispatch to Legal Attaches, that except for those which are marked "Special" by the Security Division the routine and administrative memoranda for Legal Attaches be prepared once a week in a manner similar to the preparation of Bureau Bulletins to field offices with the result in saving of paper and mailing arrangements. Any expeditious or special memoranda would be handled as at present and the determination as to whether it needs expeditious or special handling would rest with the SIS Section of the Security Division.

This suggestion was unanimously approved and if the Director agrees, this arrangement will be made following conferences and the working out of detailed mechanical arrangements between Supervisors of the SIS Section and the Training and Inspection Division.

Respectfully
for the Conference

O/K
Clyde Tolson

EAT
E. A. Tamm

cc Mr. Hendon
cc Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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DATE 12/13/91 BY *[signature]*

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DEC 13 1944

DEC 14 1944

THE DIRECTOR

November 15, 1944

THE EXECUTIVE CONFERENCE

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DATE 3/13/91 BY SP5C/1/2

The Executive Conference consisting of Messrs. Coffey, Rosen, Tracy, Mumford, Ladd, Acers, Clegg and Glavin considered the desirability of assigning two additional cars from the Washington Field Office to supervisors proceeding to Quantico for the purpose of lecturing to ~~In-Service~~ classes there.

It was pointed out to the Conference that at the present time the majority of supervisors have to depend on regular common carrier transportation to Quantico. The train service is absolutely undependable particularly in the early morning hours when it is not possible to secure transportation from their homes to the railroad terminal due to bus and streetcar transportation not being available at those hours.

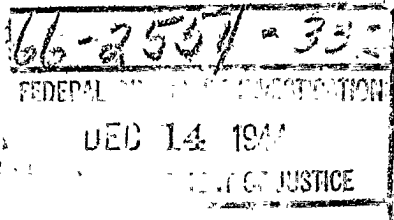
It is felt by the Conference that if two cars are assigned from the Washington Field Office for the supervisors going to Quantico and if the firearms instructors who go back and forth in Bureau owned automobiles take certain of the supervisor lecturers to Quantico with them daily, that the Bureau will materially benefit by such an arrangement. Supervisors will not be away from their office the whole day, they will be able to appear on time for lectures at Quantico and will not be subject to delays due to unavailability of common carrier transportation.

It is further felt that if these two additional cars are approved for assignment to supervisors for such use that the Administrative Division should be responsible for the supervision of these cars and supervisors desiring to use the cars secure the keys for such cars from the appropriate automobile supervisor in the Administrative Division. Should the Director approve this suggested set-up, it will be immediately put into effect.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary



- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Coffey
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Mohr
- Mr. Carson
- Mr. Hendon
- Mr. Mumford
- Mr. Jones
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

6 - Mr. Tolson
Mr. Clegg

December 12, 1944

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THE DIRECTOR

DATE 12/13/81 BY SP5/SL/bsc

On December 11, the Executive Conference consisting of Messrs. Tolson, Glavin, Nichols, Long, Hendon, Tracy, Clegg, Ladd and Rosen considered a suggestion submitted by Special Agent C. Appel of the Laboratory. Mr. Appel suggested that current developments in investigative matters should more promptly be brought to the attention of Laboratory coordinators and other interested individuals in the Bureau. He stated that there was some delay due to the fact that a copy of the report was of interest to several different people and if it was long and involved there was naturally some period of time before it got to the last person interested. He suggested that a system of routing and the preparation of digests with a sufficient number of copies for widespread distribution be instituted.

The Conference was of the unanimous opinion that the suggestion would be impractical. It was felt that at the present time the Assistant Director of each division has the responsibility to see that matters handled by his division of interest to other divisions are brought to the attention of the Assistant Directors of such divisions by appropriate routing. The responsibility then rests upon such Assistant Directors to see that this material is brought to the immediate attention of employees under their jurisdiction. In other words, if there is something in a current investigation handled in the Security Division of interest to the Laboratory, Mr. Ladd has the responsibility to see that it is brought to the attention of Mr. Coffey. Mr. Coffey has the responsibility to see that it is brought to the immediate attention of all employees concerned who are under his jurisdiction and if necessary he should see that additional copies are made.

If the opinion of the Conference is approved, it is suggested that the attached bulletin go forward to all Assistant Directors reiterating this responsibility and that the attached letter go forward to Mr.

Tolson ☒ Tolson
E. A. Tamm ☐
Clegg ☐
Coffey ☐
Glavin ☐
Ladd ☐
Nichols ☐
Rosen ☐
Tracy ☐
Acers ☐
Carson ☐
Harbo ☐
Hendon ☐
Mumford ☐
Starke ☐
Quinn Tamm ☐
Nease ☐
Gandy ☐

Respectfully,
For the Conference

Glyde Tolson

CC - Mr. Clegg

E. A. Tamm

HHC:WKB

THE DIRECTOR

DECEMBER 11, 1944

THE EXECUTIVE CONFERENCE

The Executives Conference consisting of Messrs. Tolson, Glavin, Long, E. A. Tamm, Hendon, Tracy, Ladd, Rosen and Clegg considered the suggestion of SLO Drayton with reference to the handling of duplicate assignment cards in the Road Work Box. In unassigned Selective Service cases the duplicate assignment cards are placed behind a special guide card in the Road Work Box designating this section for unassigned Selective Service cases. In this same section are also placed the duplicate assignment cards on inactive pending cases. Mr. Drayton felt that it would improve the organization of the Road Work Box to have an additional section for pending inactive Selective Service cases which would be maintained separately from the cases in an active status.

The Executive Conference considered this and in view of the likelihood that there would be a considerable increase in Selective Service cases due to recent administrative orders issued, it was felt that this change would in fact be an added convenience for the increased number of cards and the Conference unanimously approved the suggestion. If the Director concurs, there are attached hereto a reply to Mr. Drayton and a Bureau bulletin.

Respectfully
For the Conference

Clyde Tolson

E. A. Tamm

cc Mr. Hendon
cc Mr. Clegg

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

AR:UP

THE DIRECTOR

December 8, 1944

The Executive Conference

SURPLUS PROPERTY ACT OF 1944

The Executive Conference on November 28, 1944, with Messrs. Tolson, Glavin, McGuire, Tracy, Coffey, Acers, Murford and Loeon in attendance, considered and unanimously approved the recommendation that a bulletin be sent to the field with reference to the Surplus Property Act of 1944. This Bulletin merely furnishes information to the field pointing out the original provisions of the Act indicating that the Bureau in each instance will request an investigation and furnish complete facts with reference to the investigation to be conducted.

Respectfully,
For the Conference

Clyde Tolson
Assistant to the Director

Edward A. Tamm
Assistant to the Director

Attachment

cc-Mr. Hendon
Mr. Clegg

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INDEXED DEC 15 1944

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

62 DEC 15 1944

THE DIRECTOR

DECEMBER 11, 1944

THE EXECUTIVES CONFERENCE

The Executives Conference consisting of Messrs. Tolson, Glavin, Long, E. A. Tamm, Hendon, Tracy, Ladd, Rosen and Clegg considered the suggestion by SAC Sloan for a new practical course of firearms training. The Maintenance Staff of the Marines at Quantico has gratuitously moved the dirt and leveled off space for an entire new range which required the moving of more than 6,000 cubic yards of dirt so there will be adequate space on the ranges for the new practical course. Mechanical contrivances to be purchased including bobber target holders of a new type, master control boxes, vacuum pump, compressor, and dueling target equipment, which according to estimates as of November 15, 1944 submitted by Mr. McAvoy of New York who constructed the Bureau's indoor range, would cost \$1,942.80.

The targets to be used would operate on a vacuum system and an electrical contact would move a target into the proper position so that it could be fired at and the target would be in the line of range for a limited period of time from a fraction of a second to several seconds depending upon the nature of the problem. The silhouette targets themselves would be made so as to resemble criminals with specific scars or marks and other descriptive details which would be furnished and some of the targets would represent a law enforcement officer. As the Agent moves into position for firing, he would have to be alert not only to shoot accurately at the specific target but he would be equally alert to shoot only the "criminal" target and not to shoot a target representing any innocent bystander or law enforcement officer. The targets would be surprise targets which would suddenly appear in view and the Agent would be instructed to shoot the target representing the criminal with drawn gun who answered the description given and at the same time he must avoid shooting the "officer" or "innocent bystander" targets. There would be various adaptations of the targets so that some could represent automobiles in silhouette form or even a group of criminals, and the various problems would require not only quick drawing and accurate firing but also the exercising of judgment as to which target to fire at.

It appeared that all the elements of safety to the Agents receiving such training were taken care of in the plans and it would be a still further advance in the Bureau's program of practical firearms training.

The plans were reviewed in detail by the regular members of the Executives Conference before they were presented for discussion and all the members of the Conference present unanimously approved the purchase and installation of the equipment and the adoption of this new practical course of firearms training.

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Coffey _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Mohr _____
 Mr. Carson cc Mr. Hendon
 Mr. Hendon cc Mr. Clegg
 Mr. Mumford _____
 Mr. Jones _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

Respectfully,
 For the Conference

Clyde Tolson

E. A. Tamm
 ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 11/3/94 BY SP5C/bur

HHC:HD

THE DIRECTOR

DEC. 12, 1944

EXECUTIVES' CONFERENCE

NPA APPLICANT -

from General Draper's Department - *Toronto*

When General Draper was in Washington a few weeks ago, after making a tour of the Bureau he stated he wanted to send 2 men to the Bureau for training, one to attend the regular course of the NPA. A former graduate of his department had to be fired for personal reasons by General Draper. The other man that General Draper stated he would like to send would be to take some special studies which he would eventually suggest, and his oral conversation is looked upon as an informal application.

He wanted a man to attend the January session but he hasn't filed an application. SAC Wilcox has talked to him and he stated he plans to send a man in January and will send the application later.

Since General Draper at the last moment may desire to send a man to the Academy in January, the Executives' Conference unanimously recommended that we continue to build up the regular class of 80 and if General Draper subsequently and before the next school starts, decides to send a man, he should be accepted even though the total enrollment was 81. The General is rather old and may delay the formal application.

The Executives' Conference recommended that the NPA applicant be accepted if the application is filed prior to the next session. Investigations are not made of applicants designated by police departments in Canada. Those present at the Conference were Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Hendon, Coffey, Nichols, Ladd, Rosen and Clegg.

Respectfully,
FOR THE CONFERENCE

RECORDED & INDEXED

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
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Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

CC. Mr. Hendon
Mr. Clegg

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DATE 10/13/94 BY 3042/100

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THE DIRECTOR

December 12, 1944

0 Executives Conference

Organizational charts of countries in
which we have SIS representatives

At a meeting of the Executives Conference today, attended by Messrs. Tolson, Tamm, Clegg, Glavin, Hendon, Nichols, Tracy, Coffey, Rosen and Ladd, consideration was given to the attached proposed memorandum for all FBI Legal Attaches, requesting that they furnish to the Bureau charts, on ordinary letter-size paper, showing the organizational set-up of the governments in the various countries to which they are assigned, as well as the incumbents in the various positions.

Messrs. Tolson, Clegg, Glavin, Hendon and Nichols were opposed to issuing this memorandum because they thought such charts would be of no value and suggested, in lieu thereof, that each office be requested to submit a list of the various government officials in the country involved.

Messrs. Tamm, Tracy, Coffey, Rosen and Ladd recommended that the bulletin go out as written and that the field be instructed to submit simple charts showing the organizational structure of the governments in the countries to which are assigned SIS representatives. It was pointed out to the conference that such charts are necessary in connection with the preparation of monographs, and in currently keeping the State Department and other governmental departments advised, upon receipt of requests for such information.

Respectfully,
For the Conference,

Clyde Tolson

Edward A. Tamm

cc Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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DATE 12/13/91 BY [signature]

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THE DIRECTOR

DECEMBER 11, 1944

THE EXECUTIVES CONFERENCE

The Executives Conference consisting of Messrs. Tolson, Glavin, Long, E. A. Tamm, Hendon, Tracy, Ladd, Rosen, and Clegg considered the suggestion of Special Agent Robert Thornton Hickman that all qualified police school instructors be mailed a copy of Law Enforcement Bulletins as they are issued since frequently questions arise as to the contents of Bulletins which some of these instructors have not seen.

Mr. Nichols advised that at present the Bureau is sending 25 copies of each Bulletin to each office which is believed to be sufficient in number. The Executives Conference recommended that this fact be called to the attention of all Agents in a Bureau bulletin and that all Agents in Charge be instructed to send one copy of the Law Enforcement Bulletin to each Resident Agency.

If this is approved there is attached hereto a Bureau bulletin to the field and a letter of acknowledgement to Agent Hickman.

cc Mr. Hendon
Mr. Clegg

OK'd. ✓

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DATE 12/13/91 BY *[signature]*

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
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Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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THE DIRECTOR
THE EXECUTIVES CONFERENCE

DECEMBER 11, 1944

The Executives Conference consisting of Messrs. Tolson, Glavin, Long, E. A. Tamm, Hendon, Tracy, Ladd, Rosen, and Clegg considered the suggestion of Special Agent (A) Frank Munson Selders that those Special Agents who have been trained in Defensive Tactics give instructions in field offices to Special Agents who are assigned to the field offices but who have not been held over in Washington to be given the special one week's course of training in Defensive Tactics.

At the present time a total of 86 Special Agents whose record showed them possessed of a suitable background have been qualified in Defensive Tactics. These Agents are assigned to 33 of the Bureau's 57 field offices. Mr. Meyers, in charge of physical training, advises that some Special Agents could not be given the type of training which is given to the special students because of a lack of aptitude, age and lack of previous background training.

The Executives Conference in considering this matter recommended that this training be given in the nature of a demonstration by physical instructors before each Inservice class. The demonstration will be given over a period of 2 hours or less but this will not involve any practice of the demonstration methods by the class members. It was felt that these demonstrations, plus the specialized training of selected personnel which is now in progress, would meet the Bureau's needs.

If this is approved, this demonstration will be added for such length of time (2 hours or less) as the physical instructors are able to demonstrate that it is profitable to give such demonstrations to the class.

If this is approved, there is attached hereto a letter addressed to Agent Selders accordingly.

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DATE 12/13/94 BY SP5CJ/bee

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
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Mr. Nichols _____
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Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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EX-31

66-2554-3335
DEC 15 1944

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THE DIRECTOR

DEC. 11, 1944

EXECUTIVES' CONFERENCE

CONSOLIDATION OF FILES AND INDEX CARDS

The Executives' Conference considered the attached proposed bulletin to the field which instructs that within a period of 10 months ending October 15, 1945 in each field office all the index cards be reviewed and where 2 or more cards contain the same name, the file will be examined and the index cards consolidated; that is, but one card on the same individual will appear in the files and all the file numbers relating to that individual will be placed on the same card; thus indicating that the same individual is involved in all the files.

This bulletin also suggests that in all pending cases, consideration be given to consolidating the files whenever it would be logical or helpful to do so, and in closed cases, consolidation should be made if it appeared necessary and logical. The difference between the instructions in pending and in closed cases is that in the closed cases there will probably be no occasion in the future to review or examine many of the closed cases, and unless there is some special reason, time should not be spent in consolidating closed files unless it appeared "necessary" as well as logical.

The Executives' Conference fixed the amount of time for this project on the basis of the amount of time that it took to do the job in New York where there are more cards and at the same time more personnel and the time there was 10 months, without any increased personnel. Specific instructions are included that no additional personnel will be approved for this purpose.

The Conference unanimously recommended and approved this bulletin.

Those present at the conference were Messrs. Tolson, E. A. Tamm, Glavin, McGuire, Tracy, Hendon, Ladd, Rosen, Clegg and Long.

Respectfully,
FOR THE CONFERENCE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/13/96 BY SP2/bce

Clyde Tolson 66-2554

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
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Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

CC. Mr. Hendon
Mr. Clegg

WRG:val

THE DIRECTOR

December 14, 1944

THE EXECUTIVE CONFERENCE

On December 11, 1944, the Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Nichols, Hendon, Clegg, Ladd, Long, Tracy, Rosen and Glavin considered a suggestion submitted by Special Agent C. O. Halter of the Administrative Division to the effect that the Bureau take steps at this time to dispose of the blackout equipment for our automobiles in the various offices.

Glavin recommended to the Conference that at the present time the interior offices be advised it will not be necessary for them to retain their automobile blackout equipment; that where it is of scrap value only, it should be turned over as scrap; and that where it is usable, it should then be turned over to the Procurement Division of the Treasury Department through their Field Divisional Headquarters.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg
Mr. Hendon

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HEREIN IS UNCLASSIFIED
DATE 12/13/91 BY SP5CJ/PC

RECORDED & INDEXED

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
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Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/13/96 BY *SP8CJ/bce*

Encl. 66-2554-3338
NOT USED

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THE DIRECTOR

Dec. 13, 1944

EXECUTIVES' CONFERENCE

ALFRED F. CANWELL, IDENTIFICATION OFFICER
SPOKANE COUNTY, WASHINGTON, SHERIFF'S OFFICE
APPLICANT, FBI NPA

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/13/91 BY SP8/PC

The Executives' Conference, Messrs. Tolson, Glavin, Coffey, Hendon, Ladd, Rosen and Clegg being present, considered the above named applicant to attend the FBI NPA. A summary of his file of investigations is as follows:

Sources of Information: School records, former employers, references, neighbors, credit and criminal records and Selective Service records.

Applicant was born in Spokane, Washington on January 11, 1907. His education consisted of high school plus one year in Spokane Junior College and one year at Gonzaga University. He was considered superior student. Former employers recommend applicant highly and Sheriff George A. Harbor considers applicant one of his most capable deputies and highly recommends him to attend the Academy. All references speak very highly of applicant. Special Agents Russell C. Eberstein, Samuel D. Smith and Brantly P. Chappell recommend applicant highly. Applicant is presently classified 1-A by Draft Board, but will be re-classified 4-A in January because of over-age. Applicant has never requested deferment. Applicant's credit rating is good. No criminal record was located.

Derogatory Information: In the report of Special Agent John C. Doig, dated at Seattle January 28, 1943, entitled "Alfred F. Canwell, Carl D. Canwell and John M. Canwell, Internal Security (G) Custodial Detention" Closed Bureau File 100-181638, information is set out that applicant and his two brothers were pro-German. Evert Bowers advised Agent Doig that he was well acquainted with Carl Canwell, who had been one of the students of Dr. Harm Schlomer, and that Carl had two brothers, Alfred and John, who were also acquainted with Dr. Schlomer. Bowers advised Agent Doig that while Alfred Canwell, Applicant, was in attendance at Gonzaga University he appeared to be very friendly with Dr. Schlomer, that Dr. Schlomer had advised him that Alfred had three sets of license plates for his car and that his reason for having them was that if he should be pursued he could change the plates. Bowers stated that Schlomer was pro-Nazi and a member of the German-American Bund. The report of Agent Doig, however, sets out that the Schlomer investigation was discontinued in August, 1942, due to the induction of Schlomer in the U. S. Army as a Lieutenant. By letter of October 7, 1944, the Seattle Office advised that the report of Special Agent Samuel D. Smith, entitled "Everett Lynn Bowers; Internal Security - G, Custodial Detention" reflected that Bowers is mentally unbalanced and that his father spent most of his life in an insane asylum. In the reference letter it is pointed out by the Seattle Office that the Agent who have worked with the applicant do not believe any of the information furnished by Bowers. Bowers was interviewed by an Agent of the Atlanta Office on November 30, at which time he stated that he is prejudiced towards the Canwell brothers because of personal difficulties. There was an incident between Dr. Schlomer and Bowers' wife in 1942 and that

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
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Mr. Glavin
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Mr. Rosen
Mr. Tracy
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Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn
Mr. Nease
Miss Gandy

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FEDERAL BUREAU OF INVESTIGATION
DEC 17 1944

Carl Canwell, brother of applicant, intervened on behalf of Dr. Schlomer and tried to prevent Bowers from divorcing his wife. Bowers has resented this interference ever since. He stated, however, that at one time he was a good friend of Dr. Schlomer at Spokane Junior College and Gonzaga University until this incident occurred. Bowers stated that the Canwell brothers appeared to be interested in Dr. Schlomer merely for what he could do for them as students. He admitted that there was nothing but the friendship of the Canwell brothers with Dr. Schlomer, who was alleged to be pro-Nazi, which gave rise to his suspicions that they might be pro-Nazi. Bowers admitted that he knew of no specific act or statement on the part of any of the brothers which would be un-American.

The report of Agent Doig also sets out information furnished by a Mrs. W. A. Eastman, Jr., of Spokane, that Alfred and John Canwell were inclined to become enthusiastic supporters of unusual ideas and that at one time the two of them associated themselves prominently with the Jehovah's Witnesses organization and that at another time they had become connected with the Seven Day Adventist organization. Mrs. Eastman further advised Agent Doig that before December 7, 1941, she had visited the residence of the applicant, who was then listening to a short-wave broadcast from Germany. On this occasion, the subject made the remark, "These are the broadcasts you should listen to. Germany is the only country you can believe." On another occasion, the applicant's wife is alleged to have said to Mrs. Eastman, "Al won't have to go to war because he is going to put his brother through medical school and his brother won't have to go because he will be a medical student." Mrs. Eastman stated that Mrs. Canwell, applicant's wife, seemed highly pleased with this scheme to keep the two brothers exempt from Selective Service.

Mrs. Eastman, who is now Mrs. E. J. Peterson, was re-interviewed on November 29, 1944, at which time she stated that she became acquainted with applicant four years ago, before he married his present wife. She stated that she could recall no specific statement made by applicant indicating he was pro-German or that he was in any way attempting to avoid service in the Armed Forces. She stated that she had been present when applicant listened to a short-wave broadcast before the war, which broadcast was in German. She stated that she does not believe the applicant understood the German language. She explained that the statement made by the applicant about the truth of the radio broadcast from Germany was made by him to indicate that the German people were the ones who were speaking the truth, rather than the Nazi party. Applicant was preferring the German people on one side to the Nazi regime on the other. Mrs. Peterson likewise stated that she does not know if applicant was ever connected with Jehovah's Witnesses since she had never seen him at a meeting nor had he ever told her he was a member. She made her statement because she gained the impression that he belonged to that organization from the fact that his wife gave old clothes to the Jehovah's Witness group.

With respect to the statements made by Mr. Bowers and Mrs. Peterson, it is believed that any allegations of un-American tendencies on the part of

the applicant have been disproved. There was no other derogatory information developed during the course of the investigation.

Executives' Conference Consideration: The Seattle Office, aware of the information above, recommends that the applicant be accepted. It is pointed out that one source of information is alleged to be mentally unbalanced and the other retracts at least the major part of the information originally attributed to her. On the other hand it appeared that this representative is weak in that he appears to be a supporter of the unusual or faddy type of idea and is not adequately stable and yet it would be difficult to make a case against him if his superior wanted to insist on his attending the Academy.

Mr. Tolson, Mr. Coffey and Mr. Ladd recommended that this individual be accepted in the next session of the Academy for the above stated reasons.

Messrs. Glavin, Hendon, Rosen and Clegg recommended that the applicant's superior, the sheriff, be talked to by the SAC at Seattle and that an effort be made to get the sheriff to designate another representative, one that would be more stable, one that would be more truly representative of a law enforcement officer with his feet on the ground and, in doing so, to endeavor not to antagonize the sheriff because of the weakness of the case against the applicant but to arrange a substitution because of the weakness of the applicant's case to justify his attendance at the Academy.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC..Mr. Hendon
Mr. Clegg

WRG:val

THE DIRECTOR

December 14, 1944

THE EXECUTIVE CONFERENCE

On December 12, 1944, the Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Tracy, Hendon, Coffey, Nichols, Clegg, Ladd, Rosen and Glavin considered a suggestion submitted by former Special Agent Charles D. Bertsch who is now on military leave as a United States Naval Cadet at the Wright Junior College, Chicago, Illinois.

Mr. Bertsch suggests that since many Agents were serving with the Bureau as Special Agents before Pearl Harbor and continued to serve for several years after the outbreak of hostilities before entering the uniformed armed forces, they deserve recognition for their services as much as do most of the soldiers and sailors who wear the National Defense and American Theater service ribbons. He feels that the Bureau might desire to take this matter up with the War and Navy Departments for the consideration of those Departments.

The Conference, after consideration of this suggestion, felt that it is an undesirable one and recommends no further action be taken in connection with it.

Subject to the Director's approval, there is attached hereto a communication addressed to Mr. Bertsch concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

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DATE 12/13/81 BY 3052/bec

Clyde Tolson

E. A. Tamm

Attachment
Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey CC - Mr. Clegg
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____
Mr. Hendon
Mr. Jones

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THE DIRECTOR
THE EXECUTIVE CONFERENCE

November 15, 1941

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/13/96 BY 3300/hrs

The Executive Conference consisting of Messrs. E. A. Tamm, Coffey, Clegg, Acers, Mumford, Gurnea, Carson, Tracy and Glavin considered the desirability of purchasing Leica cameras for use in document work in the SIS offices instead of the Photo-record cameras used by the Bureau.

It was pointed out by the Agents during SIS In-Service class that the Photo-record equipment is large and cumbersome, whereas the Leica cameras are small and compact. The Conference was given to understand that many of these documents must be photographed surreptitiously and within a minimum period of time. Mr. Coffey pointed out that although excellent copy work can be done with the Leica cameras, this equipment is more complicated and more difficult to operate than the Photo-record equipment. Mr. Coffey further stated, however, that the Leica camera is excellent for use when surreptitiously copying documents outside the office.

It was further pointed out that although these Leica cameras cannot be secured in the United States, they can be purchased in South America and would cost upon an average of approximately \$300.00 each.

The Conference feels that since it is felt desirable to have a smaller camera, the Leica cameras can be purchased and are excellent for copy work, one such camera should be purchased for each office in SIS from the SIS funds by the Legal or Civil Attache in those countries involved.

Should the Director approve, the appropriate instructions will be issued concerning this matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
Chairman

W. R. Glavin
Secretary

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Mumford _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Tolson
Mr. Clegg

ORIGINAL COPY FILED IN

Memorandum for The Director

8/26/44

The Executive Conference, those present being Messrs. E. A. Tamm, Glavin, Coffey, Hendon, Acers, Ladd, Nichols, Tracy, Rosen, Hince and Clegg, considered the following suggestion:

"V. E. The Training and Inspection Division should approve all programs, outlines, and in a broad sense, supervise all formal courses of training in all divisions and audit or monitor these classes from time to time to see that operations are proper. This authority has since been granted."

The Director instructed concerning this "Do it now. H."

There were no additional views held by the Conference members.

Respectfully
For the Conference

Clyde Tolson
Chairman

W. R. Glavin
Secretary

cc: Mr. Tolson
Mr. Clegg

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66-72-3342
FEDERAL BUREAU OF INVESTIGATION
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U. S. DEPARTMENT OF JUSTICE

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THE DIRECTOR

December 21, 1944

The Executive Conference

WAR RELOCATION AUTHORITY ~~DEPARTURE ADVICE~~ AND
~~ADMISSION ADVICE~~ FORMS FOR JAPANESE EVACUEES
RELEASED FROM RELOCATION CENTERS

The Executive Conference, on December 20, 1944, with Messrs. E. A. Tamm, Tracy, Coffey, Nichols, Ladd, Clegg, Hendon and Rosen in attendance, approved the Bulletin to the Field amending present instructions with reference to handling those Japanese released from Relocation Centers. In the future photostatic copies of "Departure Advice" and "Admission Advice" forms will not be furnished to any Field Division unless the Japanese involved is an alien Japanese. In the future all these forms sent by the War Relocation Authority to the Bureau will be retained in the Bureau files and will only be furnished upon specific requests.

Respectfully,
For the Conference

[Signature]
Clyde Tolson
Assistant to the Director

[Signature]
Edward A. Tamm
Assistant to the Director

Approved for the Director
EAT 12/24/44
Attachment

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DATE 12/13/91 BY *[Signature]*

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
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Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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THE DIRECTOR

December 16, 1944

THE EXECUTIVE CONFERENCE

Clerical employee, Helen ~~Flordan~~ of the Laboratory, suggested that ~~clerical~~ conferences be held monthly instead of quarterly as at present.

The Conference consisting of Messrs. E. A. Tamm, Coffey, Ladd, Rosen, Tolson, Hendon, Clegg, Glavin, Tracy, and Nichols was unanimously opposed to increasing the frequency of the clerical conferences at this time, pointing out that the programs at the present are believed to be good and are enjoyed by the employees, but if the conferences are held too frequently they may get routine and boring.

The Executive Conference further points out that the clerical employees are at all times encouraged to individually confer with their supervisors on any matter affecting the FBI that may come up between quarterly conferences.

A letter to the employee is attached.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

223013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/13/91 BY SP5CJ/bcc

EX - 29

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

pl
HHC:MMH

THE DIRECTOR

December 14, 1944

EXECUTIVE CONFERENCE

The various suggestions made by members of the Executive Conference for revision of the Stenographers' Manual have been considered and adopted and have been included in the attached rough draft of the revised manual for Bureau stenographers.

This manual in its present form was approved by the Executive Conference, those present being Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Coffey, Ladd, Rosen, and Clegg.

If approved, this manual will be printed and distributed.

Respectfully,
For the Conference

cc: Mr. Clegg
Mr. Hendon

Clyde Tolson

E. A. Tamm

Attachment

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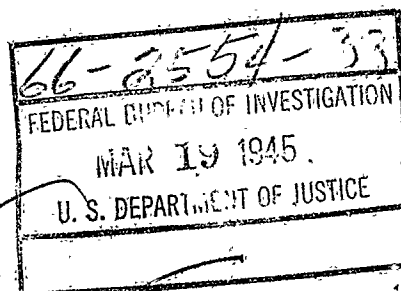
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#323013

ALL INFORMATION CONTAINED

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DATE 12/13/91 BY SP-1/bce



Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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500 copies printed
& sent to Supply 3/12/45
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RCH:DSS

DIRECTOR

December 8, 1944

EXECUTIVES CONFERENCE

At the present time the following types of communications are undated at the time of preparation, the date being indicated by a stamp in the Mail Room at the time of mailing communications to the White House, to Department of Justice officials, to the Washington Headquarters of other governmental agencies, congratulations on births and marriages of employees, sympathy letters and letters sending autographed photographs. The Executives Conference, consisting of Messrs. Tolson, E.A. Tamm, Clegg, Coffey, Tamm, Hendon, E.A. Tamm, Ladd, Clegg and Rosen, unanimously recommend that the present policy be changed and that all communications be dated at the time of preparation with the exception of the Director's notepaper letters on births and marriages and autographed photographs. It was recommended that stenographers stop dating mail at 1:00 P. M. and that the Assistant Director's, of course, clear through this mail as expeditiously as possible so that it will clear from the Bureau in most cases on the same day it is dated. If approved, it is recommended that the attached memorandum be sent.

Respectfully,

C. A. Tolson

cc Mr. Clegg
Mr. Hendon

E. A. Tamm

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DATE 12/13/84 BY SP-6/JS

66-204-224
FEDERAL BUREAU OF INVESTIGATION

JAN 12 1945
U. S. DEPARTMENT OF JUSTICE

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HHC:WKB

THE DIRECTOR

DECEMBER 20, 1944

THE EXECUTIVES CONFERENCE

The Executives Conference considered the suggestion which was initiated by Mr. Coffey that 21 of the Technical experts in the Laboratory who are not now qualified as instructors be so qualified so that they can assist in police conferences and schools on Laboratory subjects. Mr. E. A. Tamm suggested that the Training and Inspection Division should first pass upon the qualifications of these men before they are approved.

Following a conference between Mr. Coffey and Mr. Clegg a proposed course of training to last for 6 days beginning December 26 on Teaching and Training Methods has been prepared and in order that there will be sufficient aid in the Laboratory and in order to accommodate the Identification Division where there are 19 Fingerprint Instructors who are in need of similar training, the following recommendation was unanimously made by the Executives Conference:

That the school be made up of the following number of students:

- 11 Technical Experts selected by Mr. Coffey from the Laboratory
- 9 Fingerprint Instructors from the Identification Division
- 1 Traffic Instructor, Special Agent Foster M. Kunz of the Wash. Field

A subsequent school to be held after the conclusion of the Major Case Schools in the Spring would serve to qualify the additional members of these Divisions desiring such training.

With a class of this size, the fundamental principles of teaching and practice teaching by class members can be imparted during this period of training the class to be held for the 6 day period December 26 through January 2 from 9:00 A.M. to 5:30 P.M. Mr. Coffey felt that the classes should be from 9:00 A.M. to 9:00 P.M. just as are other training schools but in view of the fact that the Identification Division instructors are to be represented also and some of these instructors are not Special Agents and since the class is comparatively small and due to the fact that the class will be held principally between Christmas and New Year, all the other members of the Conference thought that the proposed program from 9:00 A.M. to 5:30 P.M. would be sufficient.

Those approving this were Messrs. Tamm, Nichols, Ladd, Rosen, Tracy, Hendon and Clegg.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc Mr. Hendon

Mr. Clegg

Respectfully
For the Conference

Clyde Tolson

E. A. Tamm

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DATE 12/13/91 BY SP-5 [signature]

61 JAN 15 1945

WRG:val

THE DIRECTOR

THE EXECUTIVE CONFERENCE

December 29, 1944

323013

ALL INFORMATION CONTAINED

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DATE 12/18/91 BY SP5CJ/K

On December 29, 1944, the Executive Conference consisting of Messrs. E. A. Tamm, Hendon, Coffey, McGuire, Tracy, Ladd, Pennington, Acers and Glavin considered a request of the Training Division concerning the preparation of certain traffic safety materials.

The Training Division desired that two adult manikins and one child-size manikin comparable to the attached model be prepared by the Cartographic Section. These manikins are to be used in connection with the traffic training program of the National Police Academy. A request is also made for 4 stop signs, 24-inch octagonal, mounted 4 feet high; 4 signals (one-face 30 inches by 12 inches approximately), mounted 8 feet high; 2 slow signs, 24 inches square, mounted 4 feet high; 2 30 miles per hour speed signs, 20 inches by 24 inches in size, to be mounted 4 feet high. It was pointed out to the Conference by Mr. Acers that these items would be used by the various Traffic Schools conducted by the Bureau; and that it would be necessary to have the manikins in certain of the traffic instructions where it is necessary for a driver to immediately ascertain whether an image before him is a man, woman or child so that he might safely operate the car.

For the Director's information, the above materials, which would be prepared by the Cartographic Section, would cost no more than \$95 for the signs and signals and \$130 for the manikins.

The Conference, with the exception of Glavin, recommends that the equipment requested by the Training Division be approved. Glavin recommends that the signs and signals be approved, but that the manikins not be approved since he does not see why it should be necessary for such manikins to be constructed for use in our traffic training. Glavin felt that perhaps we are extending a little too far in this type of training.

Should the Director approve the majority's recommendation, the Cartographic Section will be immediately advised to prepare this equipment.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Nease
Gandy

Mr. Clegg
Mr. Hendon

Attachment

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

RECORDED
& 26

INDEXED

64-2654-3317
E. A. Tamm
JAN 8 1945

JAN 1945

LBN:aml

IN WASHINGTON

December 15, 1945

The Executive Conference

The Executive Conference consisting of Messrs. Tolson, Egan, Clegg, Glavin, Ladd, Nichols, Rosen, Tracy, and E.A. Tamm considered further the suggestion of Special Agent Clarence A. Moore regarding the possibility of a more efficient use of the FBI's resources. The Conference was unanimous in the view that a more efficient use of the FBI's resources, should extend only to the FBI's staff and not the Investigator.

The Conference was likewise unanimous in discussing several issues during the year on the overall activities of the Bureau, bringing in the Bureau's Service, the activities of the FBI International Association and the FBI. It was specifically agreed that a special team shortly after the first of the year should be devoted to the work of the FBI International Association, and that plans be set for another's on action later on.

If approved, steps will be taken to implement this suggestion.

#323,013

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HEREIN IS UNCLASSIFIED

DATE 12/18/91 BY SP22/LSA

Respectfully,
for the Conference

Clarence A. Moore

CC-Lr. Hendon

CC-Lr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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AR:MP

THE DIRECTOR

December 21, 1944

The Executive Conference

EXECUTIVE CLEMENCY FOR PARDON
TO RESTORE CIVIL RIGHTS

On December 20, 1944, the Executive Conference, attended by Messrs. E. A. Tamm, Tracy, Coffey, Nichols, Ladd Clegg, Hendon and Rosen, approved the attached Manual Section which is to be incorporated in the Manual of Instructions with reference to Executive Clemency for Pardon to Restore Civil Rights.

Respectfully,
For the Conference

#323013
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DATE 12/18/91 BY SP52/hrs

Clyde Tolson
Assistant to the Director

Edward A. Tamm
Assistant to the Director

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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LBN:aml

THE DIRECTOR

December 15, 1944

The Executives Conference

~~POLICE RECORD SURVEYS~~

The Executives Conference consisting of Messrs. Tolson, Tamm, Rosen, Ladd, Clegg, Tracy, Glavin, Hendon, Coffey, and Nichols considered Mr. Harbo's suggestion that the present rule regarding police record surveys which permits the survey of police departments only in cities of 25,000 or more be amended to provide for the making of surveys in cities of 10,000 or more. The Conference was unanimous in recommending the adoption of this suggestion.

For the Director's information, the November, 1944 issue of the Police Chiefs News Letter carries a statement dealing with post-war problems as follows:

"The practice of uniform crime reporting and the uniformity in keeping of police records has gone far in police departments, but we should strive to arrive at that position where every department, large or small, follows the same pattern in maintaining records. It is recommended that the Committee on Uniform Crime Reporting extend its activities into all departments."

It is further pointed out that on several occasions the Bureau has received information from the field wherein the thought was expressed that it would be helpful if cities from 10 to 25,000 could be given the same service as cities over 25,000.

If the foregoing is approved, an announcement will be made in an early issue of the Law Enforcement Bulletin.

#323013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 12/18/91 BY SP5CJ/bce

Respectfully,
For the Conference

Clyde Tolson

L. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Hendon
Clegg

RECORDED
&
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33 JAN 3 1945

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THE DIRECTOR

EXECUTIVES' CONFERENCE

12/27/44
(Exec. Conf. of 12/22)

*Accounting Course

The Executives' Conference considered a suggestion of Mr. Vechery that the SAC be required in the March 31, 1945 efficiency report to show the number of accounting lessons completed by each Special Agent (A).

The Executives' Conference unanimously opposed this suggestion feeling that the supervision of the accounting courses themselves would eventually make of record when the courses were completed; the fact that each accountant had completed the course, and such a notation would be placed in the personnel file. It was believed this would be sufficient and that any other data of this type would be unnecessary duplication. Those present at the Conference were Messrs. E. A. Tamm, Tracy, Rosen, Hendon, Ladd, Coffey, Nichols & Clegg.

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DATE 12/12/91 BY SP5CJ/bee

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC..Mr. Hendon
Mr. Clegg

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16-524-331
JAN 3 1945

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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THE DIRECTOR

December 14, 1944

EXECUTIVE CONFERENCE

The Executive Conference, those present being Messrs. Tolson, Glavin, Tracy, Nichols, Rosen, Ladd, Hendon, Coffey, and Clegg, considered the suggestion that was made that the Bureau train some carefully selected Special Agents, to be selected jointly by the Training and Inspection Division and approved by the Administrative Division, so that they could be trained to aid in giving traffic instruction to police. The traffic instruction would deal with the law enforcement problem and not the problems of engineering.

A total of 30 Special Agents to be trained for this type of work was recommended and it was pointed out that the Bureau is receiving numerous requests for assistance in training schools in the field of traffic enforcement and there are only one or two who have been qualified sufficiently to handle this type of instruction, Special Agent Foster Kunz, now assigned to the Washington Field Office, being one of those who is a splendid instructor in traffic law enforcement.

It was recommended that this school coincide in part with the course in traffic instruction which will be given to the members of the FBI National Police Academy beginning February 12, 1945, for a period of three weeks. Mr. Wilbur Smith has gladly offered to assist in this training project and probably a part of the additional training, to be given before the NPA courses start. The students will then attend the NPA traffic courses and then will receive the balance of the six weeks' training after the NPA courses in traffic have been concluded.

If this is approved, a detailed curriculum will be presented and it was unanimously recommended by the Executive Conference.

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DATE 12/18/91 BY SP5CJ/bcc

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Mumford
Mr. Nease
Mr. Quinn Tamm
Miss Gandy

RECORDED & INDEXED
E. A. Tamm

16-9554-72
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THE DIRECTOR

Executives Conference

December 28, 1944

INITIATION OF SABOTAGE INVESTIGATIONS

At a meeting of the Executives Conference, attended by Messrs. Tamm, Glavin, Clegg, Tracy, Hendon, Long and Ladd, consideration was again given to the suggestion that the Bureau discontinue the initiation of sabotage investigations in the absence of some prima facie showing of a violation of a Federal Statute.

The Conference was unanimously of the opinion that, in view of the turn of events in the war in Germany, this would not be a propitious time to make such a change, and it was agreed that no such change should be made now.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

cc Mr. Clegg
cc Mr. Hendon

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DATE 12/18/91 BY SP22/600

INDEXED
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F B I
33 JAN 5 1945

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Coffey
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Mohr
- Mr. Carson
- Mr. Harbo
- Mr. Mumford
- Mr. Jones
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

JAN 3 1945

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| _____ | Miss |
| _____ | James |
| _____ | Thomas |
| _____ | E. A. |
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| _____ | Martin |
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| _____ | Nichols |
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12/27/44
(EXEC. CONF. OF 12/22)

~~Old~~ Accounting Course Record File

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THE DIRECTOR

12/27/44
(Exec. Conf. of 12/22)

EXECUTIVES' CONFERENCE

PHYSICAL TRAINING

The Executives' Conference referred to the 8:00 to 9:00 PM makeup period in the Basement Gym for Supervisors who have been unable to take physical training at the usual times.

It was disclosed that during the past 8 weeks on one occasion as many as 4 supervisors made use of this makeup period; on one occasion 3 supervisors made use of the period; on five occasions 2 supervisors received makeup instruction; on six occasions there was but one supervisor present, and on 8 occasions no supervisors were present.

In view of this showing and in view of the fact that it requires the presence of a physical instructor at this time at each of the periods, it was unanimously recommended that this makeup period be discontinued. All employees required to take physical training can continue to make use of other periods during the week when they are engaged on specials or when the pressure of business prevents them from attending at the regular assigned period. Those at the conference were Messrs. E. A. Tamm, Tracy, Rosen, Hendon, Ladd, Coffey, Nichols and Clegg.

Respectfully,
FOR THE CONFERENCE

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DATE 12/18/91 BY SP5C/bce

Clyde Tolson

E. A. Tamm

CC. Mr. Hendon
Mr. Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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THE FBI IN ALBUQUERQUE

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The Albuquerque Conference on December 17, 1944, with Messrs. J. A. Tamm, Glavin, Tracy, Egan, Ladd, and Rosen in attendance expressed the recommendation that the proposed Bulletin be sent to the field regarding Inter-division Identification Bulletins. It was deleted from the Manual of Sales and Regulations as a matter concerning Inter-division Identification Bulletin as inasmuch as there is no necessity for incorporating this information in the Manual. The information in this Bulletin will serve to bring the records of the field up to date and make uniform the handling of these few inter-division Identification Bulletins now outstanding. It is not believed these cases should be incorporated in the Manual of Sales and Regulations at this time.

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DATE 12/18/91 BY SP2/160

Respectfully,
For the Conference

Clyde Tolson
Assistant to the Director

J. A. Tamm
Assistant to the Director

Attachment

cc-Mr. Hendon
Mr. Glavin

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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&
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62-2554-3306

JAN 3 1945

70 JAN 4 1945

WFO:FP

THE DIRECTOR

December 26, 1944

THE EXECUTIVE CONFERENCE

With regard to the Skyline radio transmitting station at Portland, Inspector Harbo recommended that the Bureau consider

- (1) That the station be discontinued
- (2) That it be moved to the office building at Portland if possible from a technical standpoint

The Conference on December 26, 1944, consisting of Messrs. E. A. Tamm, Glavin, Tracy, Nichols, Ladd, Clegg, Pennington, and Coffey, was advised by Mr. Coffey that a study has previously been made and that it is not technically feasible to set this station up in the Portland office and maintain it as a reserve key station for the network. With regard to the first suggestion that it be discontinued because of the small amount of current communication passing through there, the Conference points out that the principal function of the Portland radio station is to serve as an emergency reserve key station for the Bureau network in the event the San Diego station is unable to function.

The Conference unanimously recommended that the station be continued as is for the present.

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Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

RECORDED
&
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26

JAN 3 1945

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Benton _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

HMC:HD

THE DIRECTOR

Jan. 1, 1945
(Exec. Conf. of 12/28/44)

EXECUTIVES' CONFERENCE

FIREARMS INSTRUCTION AND DEMONSTRATIONS

The Executives' Conference considered the attached proposed memorandum submitted by SAC Sloan which describes in detail methods of putting on a firearms demonstration, including trick shots such as firearms instructors in an expert status are authorized to give to police groups at present.

It was unanimously recommended that this memorandum not be sent to the field since the data set forth is given to the firearms experts when they are specially trained in Washington and it was felt inadvisable that such material be printed and distributed to the field.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC: Mr. Hendon
Mr. Clegg

#323013
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DATE 12/18/91 BY SP22/HSC

RECORDED & INDEXED

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

HMC:HD

THE DIRECTOR

12/15/44

THE EXECUTIVES' CONFERENCE

FBI NATIONAL POLICE ACADEMY

The Executives' Conference considered the suggestion that in the postwar period, the Bureau be prepared to accept 350 students at a time in the FBI NPA, these 350 to be divided into 10 groups so that one group is studying fingerprints, another Laboratory methods, another administration, another firearms, another crime protection, and another Juvenile Delinquency, and so on, and others will be studying other subjects, and during the 14 weeks of training, each group of 35 will have completed each of the phases of training given in the Academy.

1. This suggestion is being submitted at this time so that if the idea is approved, programs and arrangements can be planned in advance in order to be prepared for the maximum number of requests in the postwar period for students to attend the Academy.

2. It was also recommended that the Bureau seek specific phraseology in its appropriation for the operation of the NPA.

Messrs. Tolson, Glavin, Coffey, Rosen and Hendon were of the opinion that the Academy should continue as at present and that the plans should not be made as outlined in "1." above at this time in view of the lack of certainty that the Bureau will be able to expand in this field in the postwar period and they also opposed the seeking at this time of any specific phraseology in the Bureau's appropriation concerning the operation of the NPA. It has been pointed out that in the Director's testimony before the Appropriations Committee information was furnished concerning the scope and activities and lack of additional costs of the NPA, and Judge Holtzoff is of the opinion that full statutory authority for all the additional activities conducted by the Bureau including the NPA now exist.

Mr. Tracy and Mr. Clegg were of the opinion that plans as suggested in "1." above should be made at this time and also that at this time and particularly before the expected more serious retrenchment program begins, specific phraseology should be sought in the appropriation.

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DATE 12/18/91 BY SP-1/1659

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

CC: Mr. Hendon,
Mr. Clegg

JAN 4 1945

AR:MP

THE DIRECTOR

December 21, 1944

The Executive Conference

NATIONAL FIREARMS ACT AND FEDERAL FIREARMS ACT

The Executive Conference, on December 20, 1944, attended by Messrs. E. A. Tamm, Tracy, Coffey, Nichols, Ladd, Clegg, Hendon and Rosen, approved the manual section with reference to the National Firearms Act and the Federal Firearms Act.

Respectfully,
For the Conference

Glyde Tolson
Assistant to the Director

Edward A. Tamm
Assistant to the Director

Attachment

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

HHC:JMB

THE DIRECTOR

DECEMBER 22, 1944

THE EXECUTIVES CONFERENCE

The Executives Conference consisting of Messrs. E. A. Tamm, Tracy, Rosen, Hendon, Ladd, Coffey, Nichols, and Clegg considered the inquiry of SAC McKee of Newark concerning work papers in accounting cases which have been forwarded to the U. S. Attorney.

The U. S. Attorney at Newark told McKee that he had 12 file cabinets filled with accounting work papers and cases that had been closed some of them for many years and that he would be glad to turn these accounting papers over to the Bureau. McKee thought we should decline to receive them and tell the U. S. Attorney to dispose of them in an appropriate manner consistent with his own authority and instructions. *McKee has done this.*

The Executives Conference unanimously approved the action taken by McKee.

Respectfully
For the Conference

Clyde Tolson

E. A. Tamm

#323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/18/91 BY SP5CJ/bce

cc Mr. Hendon
Mr. Clegg

Based on Mr. McKee's statement

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

100-6

RECORDED

166-2054-1

JAN 4 1945

104

NRG:val

THE DIRECTOR

December 29, 1944

THE EXECUTIVE CONFERENCE

#323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/27/92 BY SP5CJ/bce

On December 29, 1944, the Executive Conference consisting of Messrs. E. A. Tamm, Hendon, Coffey, McGuire, Tracy, Ladd, Pennington, Acers and Glavin considered a communication received from the Special Agent in Charge at Miami concerning the monthly administrative report.

SAC Danner pointed out that during the inspection of the Miami Division in August, 1944, criticism was directed to that office for showing a greater proportion of cases originating in other offices than in the Miami Office, particularly referring to regular investigative cases. Danner pointed out that the November Administrative Report reflected 127 regular investigative cases received as a result of the efforts of the Agents assigned to the Miami Division, and 178 cases were received from other offices. However, included in the 178 regular investigative cases received from other offices, there were 84 Bureau applicant cases with the Bureau as office of origin.

The Conference feels that in discussing the receipt of investigative matters with the Special Agents in Charge during inspections, applicant investigative cases referred to the office should not be taken into consideration in comparing the amount of investigative work secured in the Division with the amount received from other Divisions for handling. It is pointed out that the number of applicant investigative cases in any Field Division is directly indicative of the stress which has been placed on the Applicant Recruiting Program of that particular Division; and such cases, with the Bureau being office of origin, should not be counted against the office in making a comparative schedule of the receipt of investigative matters for handling.

The Conference recommends that the Inspectors in the Inspection and Training Division bear this in mind in the conducting of their inspections of Divisional Offices.

Respectfully submitted,
FOR THE CONFERENCE

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Clegg

Mr. Hendon

RECORDED
INDEXED
Clyde Tolson

E. A. Tamm

WJ:js

December 19, 1944

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Rosen, Mumford, Ladd and Tracy, considered a request of Dr. Daniel Castellanos of Havana, Cuba as transmitted through the Legal Attache.

Dr. Castellanos requested the Bureau to furnish him fingerprint cards in Spanish without the printing on the back "Federal Bureau of Investigation, United States Department of Justice". If furnished, he advised the Legal Attache, the fingerprint cards could be used only for the purpose of transmitting fingerprints to the FBI.

The Conference was unanimously of the opinion that such fingerprint cards should not be prepared by the Bureau for Dr. Castellanos' use but that the Bureau offer to furnish him with a supply of fingerprint cards printed in Spanish, such fingerprint cards having been printed and are available for distribution to Latin American countries.

If you approve the Executive Conference's recommendation, the CIS Section will appropriately advise the Legal Attache at Havana, Cuba.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/18/93 BY SP2C/16C

Respectfully,
For the Conference

C. A. Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Quinn
Mr. Nease
Miss Gandy

cc - Mr. Clegg
Mr. Hendon

RECORDED
INDEXED

66-2054-
JAN 4 1945
M

7PG:rj

THE DIRECTOR

December 27, 1944

~~TOP SECRET~~ ~~CONFIDENTIAL~~

December 27, 1944

The Executive Conference consisting of Messrs. C. A. Tamm, Ladd, Hendon, Tracy, Clegg, H. B. Long, and Glavin considered lump-sum payments for accumulated or accrued annual leave to certain Government employees.

It was pointed out to the Conference that on December 21, 1944, the President approved H. R. 4918, a bill to provide for the payment of accumulated or accrued annual leave to certain Government employees due upon their separation from the Government service. It was further pointed out that the employee's last check will contain a lump-sum payment for any ~~annual~~ leave which has accrued to him during his period of service and which ~~leave~~ has not been taken.

The Conference was advised that in the event an employee is reemployed in the Government prior to the expiration of the period covered by the leave payment, it will be incumbent upon that employee to reimburse the Government the amount covered by that portion of the leave which had not yet expired.

It was further pointed out to the Conference that under the new leave regulations, in the event an individual dies while in the service of the Government, a lump-sum payment for the accumulated annual leave will be paid to the estate of such individual upon his death.

Respectfully Submitted,
JOE THE CONFERENCE.

Cluge Tolson

24-4037

cc Mr. Hendon
Mr. Clegg

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/18/91 BY 3052

RECORDED
&
INDEXED

JAN 4 1949

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Rosen _____
Tracy _____
Mohr _____
Carson _____
Gendon _____
Harbo _____
Lester _____
Quinn Tamm _____

Tamm _____

JAN 69 1345731

PUT:js

December 19, 1944

THE DIRECTOR

0
The Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Egan, Harford, Ladd, and Tracy considered the suggestions of W. Max Armstrong of the Identification Division.

1. That the FBI Law Enforcement Bulletin carry a permanent report for previous report numbers for the completion of the record to the benefit of all law enforcement.
2. That the back of the present criminal fingerprint card be changed as indicated in the sample transmitted herewith to provide a simple means of transmitting information in such a way as to encourage the supply of such information.

The Conference was unanimously in favor of both suggestions inasmuch as the suggestions will help law enforcement officers as well as help the Bureau in its identification work. If you approve, a letter has been prepared thanking Mr. Armstrong for his suggestions.

Respectfully,
For the Conference

C. A. Tolson

Attachment

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Harford
Mr. Egan
Mr. Tamm
Mr. Egan
Mr. Egan

156
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 12/13/91 BY SP5C/bce

166-23013-5
JAN 4 1945

AR:MP

THE DIRECTOR

December 21, 1944

The Executive Conference

HARBORING

The Executive Conference, on December 20, 1944, with Messrs. E. A. Tamm, Tracy, Coffey, Nichols, Ladd, Clegg, Hendon and Rosen in attendance, approved the manual revision calling attention to Section 552, Title 18, U. S. Code, which makes it an offense to harbor the perpetrator of any robbery cognizable under any Federal Law. It is also pointed out that it is not necessary that the subject know that there is process outstanding against the robber in order to be guilty of harboring. Attention is also being called to Section 551, Title 18, U. S. Code, which defines the penalty for accessory after the fact. It is also pointed out that one, who knowing a felony is committed by another, is in violation of this Section if he receives, relieves, comforts or assists the felon in order to hinder the felon's apprehension, trial or punishment.

Respectfully,
For the Conference

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/18/91 BY SPCE/buc

Clyde Tolson
Assistant to the Director

Edward A. Tamm
Assistant to the Director

Attachment

EX-2
RECORDED
&
INDEXED

156

166-2554-342
JAN 4 1945

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

156:ST

THE DIRECTOR

December 29, 1944

THE EXECUTIVE CONFERENCE

Special Agent Paul D. Towser, Jr., of the Albany Field Division suggests that the Bureau prepare and edit interesting case examinations in ballistics, toxicology, blood stains, etc., and publish them in booklet form. He feels that the distribution of this booklet by Special Agents during the regular course of their work would be an excellent means of illustrating the assistance the FBI Laboratory can give to law enforcement agencies.

The Conference, consisting of Messrs. E. A. Tamm, Acers, Tracy, McGuire, Hendon, and Coffey, was unanimously against adopting this suggestion at this time. The Conference felt that considering the war shortage of paper, existing pamphlets on this subject are adequate for our present needs.

A letter to the Agent has been prepared.

Respectfully,
For the Conference

Glenn Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/18/91 BY SP52/bce

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Quinn Tamm _____
Nease _____
Gandy _____

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LBN:aml

THE DIRECTOR

December 16, 1944

The Executives Conference

The Executives Conference consisting of Messrs. Tolson, Tamm, Rosen, Ladd, Clegg, Tracy, Glavin, Hendon, Coffey and Nichols considered the suggestion of SA Walter Allen Crow to the effect that an article be prepared setting forth the Bureau's jurisdiction in fraudulent bankruptcy cases, suggesting as a medium "THE REVIEW", which is published monthly by Lun and Bradstreet, Inc. This publication has an aggregate circulation of some 55,000, and includes 20,000 presidents of various companies.

The Conference was of the opinion that it would be desirable for the New York Office to contact the Lun and Bradstreet Company and arrange for such an article. If approved, a letter is attached to the New York Office.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment
CC-Mr. Hendon
CC-Mr. Clegg

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/18/91 BY SP-8/BJC

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Mohr
Person
Don
Ford
Tamm

JAN 31 11 45 AM '45
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66-33013-33017
83 JAN 4 1945

LAR:EC (PLS:REG)

THE DIRECTOR

January 2, 1945

The Executive Conference

MISSING PERSONS LOCATED

The Executive Conference on December 19, 1944, with Messrs. E. A. Tamm, Glavin, Hendon, Coffey, McGuire, Tracy, Ladd, Pennington and Acers in attendance, considered and unanimously approved the attached memoranda prepared for Bureau Officials and Supervisors, as well as a Bulletin to the Field, outlining the procedure to be followed in order that the Bureau can record and maintain statistics covering the location of missing persons.

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. A. Tamm

Attachment

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/18/91 BY SP5C/bca

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED

INDEXED

66-2509-700
JAN 4 1945

December 22, 1945

SCM:PC #323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

THE DIRECTOR

DATE 12/18/91 BY SP5C/lce

Instructions were issued in September 1944 and reiterated in November 1944 that when physical evidence was transferred between field divisions, proper state receipts must be obtained and returned to the sending office. Mr. Hottel of the Washington Field Office by letter of November 20, 1944 raised several questions relative to these instructions as a result of which he was advised that it was necessary for a file in his office to remain in a pending inquiring status until the return of the acknowledgment of the receipt of the evidence from the receiving office, that return receipts should be required in all cases but that it was not necessary that a special receipt be prepared but that a copy of an itemized list of the materials being sent was sufficient. Upon receipt of these instructions Mr. Hottel indicated doubt that this system was necessary. He pointed out that it created a problem in his office in that in ten or fifteen instances each day it was necessary to send photostats or certified copies of various original documents from other governmental files such as checks from the General Accounting Office. He felt it was not practical to keep a file open until the receipt had been returned to him for such material.

The Executive Conference with Messrs. Egan, Ladd, Coffey, Nichols, Ladd, Rosen and Hendon in attendance on December 21, 1944 considered this problem. It was pointed out that he had several instances where evidence had been lost or carelessly handled. It was the opinion of the Conference that the above requirements automatically made it necessary for the various offices to be more careful in the transmission and receipt of evidence eliminating errors which in the past have led to misplacements. It was further felt that this system quickly acquainted an office with the fact that evidence was misplaced and that it was more easily located than it could be after the lapse of several weeks or months. It was the unanimous opinion of the Conference that no change be made and that the Washington Field Office should comply with the instructions issued. A letter to Mr. Hottel is attached.

Mr. Tolson _____
Mr. Egan _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson

66-2541-201
JAN 4 1945

Rec - Mr. Clegg
Mr. Hendon

HHC:HD

THE DIRECTOR

12/27/44
(EXEC. CONF. OF 12/22/44)

EXECUTIVES' CONFERENCE

JUDO TRAINING

The Executives' Conference considered the information submitted by the Denver Office with reference to F. A. Matsuyama who conducts classes in Judo and Jujitsu, who is located in Denver, and who is said to be a loyal American citizen. The suggestion was made that perhaps Mr. Meyers of the Gym Staff could either go to Denver or perhaps Matsuyama could come to Washington to demonstrate to Mr. Meyers and his staff the techniques he employs.

In spite of the fact that Matsuyama has four sons in the U. S. Army, the Executives' Conference unanimously recommended that Mr. Meyers not go to Denver and that Matsuyama not be invited to come to Washington. It was felt this might result in Matsuyama's using the information for publicity purposes which would react unfavorably to the Bureau.

Those present at the conference were Messrs. E. A. Tamm, Tracy, Rosen, Hendon, Ladd, Coffey, Nichols and Glegg. If this is approved, there is attached hereto a letter to the Denver office advising them accordingly.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC. MR. HENDON
MR. CLEGG

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/18/91 BY SP5CJ/bc

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Mohr _____
Carson _____
Hendon _____
Mumford _____
Jones _____
Quinn Tamm _____
Nease _____
Gandy _____

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&
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120

32 JAN 4 1945

55 JAN 5 1945

EMC:HD

THE DIRECTOR

12/27/44
(EXEC. CONF. of 12/22)

EXECUTIVES' CONFERENCE

SOURCE OF INFORMATION FILE

The Executives' Conference, Messrs. E. A. Tamm, Tracy, Rosen, Hendon, Ladd, Coffey, Nichols and Clegg in attendance, considered the suggestion from the Detroit Office that additional information should be placed upon the main index card placed in the general indices of the office showing where the source of information card is filed since sources of information cards are filed behind the name of the city in which the source of information is located. Also it was pointed out that when a source of information card is cancelled, the main index card remains in the indices of the office but there is no information in any file to which it may relate.

The Executives' Conference considered this matter and felt that it would be advisable to destroy obsolete sources of information cards but there should not be any removal of the card from the general indices and it was further believed that the Bureau should not require any additional information on the general indices card to show the location of the city in which the source of information is located. This would result, it was pointed out, in a logical requirement that whenever source of information changed his residence from one city to the other, the general index card would have to be pulled and corrected. With the general flux of population those days, this would create an unnecessary and unprofitable burden. It was therefore unanimously recommended that this matter remain in its present status.

If the Director approves, there is attached hereto a letter to the Detroit Office.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Hendon
Mr. Clegg

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/18/91 BY SP5CJ/bce

RECORDED
&
INDEXED

66-2534-93
33 JAN 4 1945

HHC:HD

THE DIRECTOR

EXECUTIVES' CONFERENCE

JUVENILE DELINQUENCY

1/1/45
(Exec. Conf of 12/28/44)

SAC Boardmen recommended that the Bureau should let it be known to law enforcement officers that the Bureau has experts who stand ready to assist them in the formulation of juvenile delinquency programs within their own police departments just as the Bureau serves as consultant and assists in the setting up of Records Bureaus, and that the Bureau could set up a specialized course of instruction on juvenile delinquency to carefully selected police instructors who would then be able to consult with the law enforcement agencies as aforementioned.

The Executives' Conference was unanimously of the opinion that the Bureau was inadequately staffed with qualified personnel in this field to undertake such an announcement and obligation at this time, and that this training should be given primarily in the National Academy sessions. Messrs. E. A. Tamm, Glavin, Long, Ladd, Tracy and Clegg were present.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson

E. A. Tamm

CC..Mr. Hendon
Mr. Clegg

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/18/91 BY SP5 cjp/bce

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED

EX-6

66-4454-3374
JAN 4 1945

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HHC:HD

THE DIRECTOR

1/1/45
(EXEC. CONF. OF 12/26/44)

6 EXECUTIVES' CONFERENCE

~~FORMS~~ - for repairs to Bureau autos

1. There is attached hereto a suggested field office form entitled "MEMORANDUM FOR THE FILE: RE: BUREAU CAR # _____" showing that authorized repairs or services were made to certain automobiles.

This form was submitted to Messrs. Brantley, Conroy, Drayton, Harbo and Hood and they unanimously recommended against approval of this form as it did not appear to be necessary. The Executives' Conference unanimously recommended disapproval.

2. There is also attached a proposed form for handling repairs for automobiles entitled "REPAIR ORDER" on which a Special Agent lists the repairs needed on a particular automobile and requests the garage to make the repairs as listed, also showing the car number, its model, the license number and the date. There is also space on the form for a followup to see that the repairs requested were made.

This form also was submitted to the individuals mentioned above and Messrs. Drayton, Harbo and Hood approved this form. Mr. Brantley was opposed since he felt that a very small percentage of Agents know what repairs are actually needed. Mr. Conroy submitted another form which is supplied by the contract garage but which would not be practical in other field offices.

Mr. Halter of the Chief Clerk's Office felt this Repair Order form was desirable and would be a profitable type of form to supplement oral requests for repairs to Bureau automobiles.

The Executives' Conference unanimously recommended approval of this form for repair orders.

Messrs. E. A. Tamm, Glavin, Coffey, Hendon, Pennington, Tracy, Nichols, Ladd and Clegg were in attendance.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 12/18/93 BY SP5C/bce

cc. Mr. Hendon

Mr. Clegg

E. A. Tamm

RECORDED
&
INDEXED

33 JAN 4 1945

HHC:HD

THE DIRECTOR

1/1/45
(Exec. Conf. of 12/28/44)

EXECUTIVES' CONFERENCE

X CROSS REFERENCES ON INVESTIGATIVE FILES

The Executives' Conference considered the suggestion of SAC D. K. Brown that when cross references are noted on pending investigative files, field offices be permitted to list the specific file numbers to which cross reference is made.

At present it is required that merely the indication "X-Ref" be placed on the file without file numbers being shown. Mr. Brown was of the opinion that in smaller offices the specific file numbers could be shown and it would result in a saving of time.

It was disclosed that at the Seat of Government, cross reference numbers were listed in the event there were 5 or less cross references; otherwise, merely the notation "X-Ref" was made. It was believed unanimously by the Executives' Conference that this would be a good procedure to authorize the field to follow and that specific instructions should be issued to the field to follow this procedure in the future, without requiring that any backlog of work of this type be performed as to files already pending in the office. In other words, this is to relate to future files as they are opened.

If this is approved, there is attached a letter to SAC Brown and also a memorandum instructing that appropriate manual changes be made. Messrs. E. A. Tamm, Glavin, Long, Ladd, Tracy and Clegg were in attendance at the conference.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/18/91 BY SP5C/16ce

RECORDED
E. A. Tamm
DEC 10 1944

66-2554-3376

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

CC.. Mr. Hendon
Mr. Clegg

3/6

HM:HD

THE DIRECTOR

EXECUTIVES' CONFERENCE

POSTAGE STAMP FILE - FBI LABORATORY

12/27/44

(Exec. Conf. of 12/22)

#323013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 12/18/91 BY SP-6/600

Mr. Egan made a survey of the above file. It was started in December, 1941. It consists of 4 stamp albums, 5 catalogs, approximately 1200 cancelled and uncanceled stamps, and 2 boxes of index cards. There was no pending, delinquent, or deferred work in connection with the file. Its purpose was to ascertain if any code or cipher was being used by prearranged agreement in connection with the use of stamps; or whether stamp collecting was a blind for espionage activities; or whether the buying and selling of Axis stamp collections as a medium of exchange was being used to build up U. S. dollar credits for espionage work.

The file was originally composed of a collection of stamps, which was not practical as later determined, and the catalog method is presently in use. Since June 12, 1944 the collecting and cataloging of actual stamps has been discontinued but stamp catalogs are utilized.

As of September, 1944, 28 stamps were turned over to the Laboratory by the Security Division and they were identified but no prosecutions have been obtained and no convictions have resulted as a result of this file.

One clerk has spent approximately 2 days on the file in the past 9 months and one examiner has spent approximately 2 days on the file during the past 6 months.

Mr. Egan felt that it should be continued.

Mr. Ladd and Mr. Clegg recommended that it be discontinued.

The Executives' Conference recorded its views as follows: Mr. Coffey and Mr. Nichols felt the file should be continued as at present.

Messrs. Tracy, Ladd, Rosen, Hendon and Clegg felt that the stamp catalogs should be placed in the library where they might be used for reference purposes if and when needed and that the loose stamps might be placed in an envelope in a file as an exhibit or preferably in the Laboratory Supply Room whenever one of the stamps might be needed to place on a simulated or forged document which the Bureau might desire to make use of, and that the postage stamp file as at present maintained should be discontinued.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

CC. MR. HENDON, MR. CLEGG

E. A. Tamm

REC:AF

THE DIRECTOR

THE EXECUTIVE CONFERENCE

On December 20, 1944, the Conference, consisting of Messrs. E. A. Tamm, Glavin, Tracy, Nichols, Ladd, Clegg, Pennington, and Coffey, considered the policy to be followed in advising police agencies when identifications or tentative identifications are effected in the Laboratory with fingerprint cards of either criminal or applicant.

In these situations, the police agency usually submits a handwriting specimen such as a bad check and asks that it be searched against our bad check file, and sometimes requests that the handwriting specimen be compared with the handwriting (also furnished by the police agency) of certain suspects. These phases of the examination report present no problem.

However, in addition to doing this as requested by the police, the Laboratory, whenever possible, also has a name search made in the fingerprint files and the handwriting on the bad check is then compared with handwriting appearing on both criminal and applicant fingerprint cards of persons having names similar to that used on the check. A number of rather good identifications have been effected in this manner in the past and, of course, many of them have been the means of completely solving the police case, because oftentimes the police had no such suspect in mind at the time.

The question has been raised as to the propriety of furnishing to the police these identifications when effected with applicant fingerprint cards. Furthermore, a question has arisen as to the soundness of furnishing the police any information when the Laboratory is unable to make a positive identification but does reach a no-conclusion and would like to see additional writings of the individual. The danger is that the police might misconstrue or improperly interpret the Laboratory's no-conclusion and suggestion for additional specimens and thereupon the police might take positive action and arrest the individual. If the individual is subsequently established to be innocent, then the police might attempt an "out" by stating that the FBI had indicated to them that he was a likely suspect.

The Conference unanimously recommended that where a positive handwriting identification is effected by the Laboratory between material submitted by police and signature writing on either criminal or applicant fingerprint cards, the police be so advised.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

In those instances where the Laboratory initiated the search of the fingerprint records and then reaches no conclusion upon comparing the submitted writing with either a criminal fingerprint card or an applicant fingerprint card, and the Laboratory would need more specimens written by the

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DATE 12/18/91 BY SP5CJ/bcc

Conference Memorandum for the Director
12/29/44

subject of this fingerprint card before it can either eliminate him or positively identify him. Messrs. E. A. Tamm, Glavin, Tracy, Nichols, Ladd, Clegg, Pennington, and Coffey were all of the opinion that the police should not be advised of this no conclusion and possibility of subsequent identification or non-identification for the reason that the police might take unwarranted action against the subject of the criminal fingerprint card or the applicant fingerprint card and place him under arrest on the ground that the FBI Laboratory report pointed him out as a suspect. It was the view of these members of the Conference that in such an instance the police should be advised merely that upon the basis of the limited amount of writing on fingerprint cards which were studied it was not possible to positively identify in our fingerprint files the writer of the questioned check.

Mr. Hendon, on the contrary, was of the opinion that, in those instances where additional specimens might result in an identification of the subject of the police investigation, all the details of this information should be furnished our field division in which the police contributor is located and that the field office should be instructed to orally advise the police that additional specimens of a particular subject would be needed before the Laboratory could make any final determination one way or the other, and at the same time to caution the police that this should not be construed as designating the subject of the criminal or applicant fingerprint card as a likely suspect.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

HHC:MMH

THE DIRECTOR

December 14, 1944

EXECUTIVE CONFERENCE

The Executive Conference, those present being Messrs. Tolson, Glavin, Tracy, Nichols, Rosen, Ladd, Hendon, Coffey and Clegg, considered the suggestion that the Bureau could be of service to the police of the country and that it is the only agency qualified to render such service in affording instruction and suggestions in the National Police Academy concerning police action in time of major disasters and catastrophes; such disasters as, the Cleveland gas explosions and fires; the Hartford, Connecticut, circus fire; the Louisville, Kentucky, flood; and the Miami and East Coast hurricane; which do require expert handling in order to save as many lives as possible and to prevent crime and disorder.

The handling of such disasters is, of course, a community problem in which all of the service agencies have a job to do, but the police have a major function to perform and it is a highly important function when it is necessary to perform it. It appears to be the intention of many police executives to continue even in the postwar period the auxiliary police system for use in instances of emergencies and catastrophes.

It is specifically recommended, therefore, that in the above instances and in such other instances as may be specifically approved by the Director, after the catastrophe has occurred and the action has been completed, that a Special Agent, selected for this purpose and assigned to the office covering the territory where the catastrophe occurred, should be assigned specifically to confer with police officials as to what they did and as to the suggestions they might have to offer for the improvement in the future of the handling of such problems. The Agent would have to be warned particularly that he create no impression to the effect that the police department was being investigated or that they were about to be criticized, but he should make it clear that the lessons learned from the handling of such matters would take the nature of suggestions, without referring to any particular disaster, which would be taught to the police throughout the country, based upon the experience which the police department in question had; that it was the Bureau's desire to collect the suggestions and ideas and to disseminate them to other police departments so that the maximum amount of preparation could be made for handling such matters in the future.

It is known, for example, that Don Leonard of the Michigan State Police has been collecting photographs and organizing plans concerning such matters under the pretext of his being the civilian defense leader in the State of Michigan. The Bureau would be better

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equipped to do this job on a nation-wide basis and would be in a better position to give the benefits of its study on this problem through the National Police Academy. And perhaps in the postwar period, the material and suggestions would justify the issuance of a booklet of suggestions. There would be no intention to include race riots in such surveys and each such study made would be given specific approval by the Bureau before instructions were issued to make it.

A number of Special Agents were trained to be "Citilian Defense and Police War-Time Duty Instructors" and conducted training schools for police prior to and immediately after the United States entry into the present war. Agents of that type would be particularly well qualified, when assigned near the scene of such a disaster, to collect the information desired.

The Executive Conference unanimously approved the collection of such information with a view to its being used by the Bureau in training police.

Respectfully,
For the Conference

cc: Mr. Clegg
Mr. Hendon

Clyde Tolson

E. A. Tamm
E. A. Tamm

Mr. Tamm is opposed to the undertaking of any project of the size of this at the present time. He feels that the amount of time utilized in such a project will not at all be commensurate with the value which the Bureau will obtain from it. He further points out that the police invariably indicate resentment when the Bureau goes into fields which they consider their own sacred prerogative and, consequently does not think that the reaction to this project would be particularly favorable. In addition, it is pointed out that the number and variety of disasters which will occur are so completely diversified that it will be very difficult for the obtaining of practical suggestions which might be applicable to any one. Mr. Tamm feels, in short, that a project of this kind is not essential, necessary or hardly desirable for the Bureau at this time.

Edw. A. Tamm

E. A. Tamm

MMC:HD

THE DIRECTOR

12/15/44

EXECUTIVES' CONFERENCE

~~FIELD POLICE TRAINING~~

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The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Coffey, Rosen, Hendon and Clegg being present, considered the following suggestions concerning police training in the field:

1. Mr. Hince recommended that in connection with the proposed activities of the National Safety Council in running police training schools in various states and in colleges and universities, the Bureau take no active steps either to openly combat these groups or to merge with them or solicit their cooperation; that instead, the Bureau should adhere to its policy of endeavoring to develop police schools in various individual police departments in order to meet all existing and future needs for police training.

This suggestion was unanimously approved by the Conference with the further suggestion that when next Mr. Clegg was in Chicago on any other matter, he should confer with the Executive Director and President of the National Safety Council, outlining exactly what the Bureau was doing in the field of police training and endeavor to discover what their proposals for the future might be.

2. Mr. Hince further referred to police training in universities. He felt that, particularly after the veterans return from the war, colleges and universities are going to be seeking all possible veterans and vocational education funds and among the training courses they will be seeking to conduct will be those on law enforcement work. Mr. Hince recommended that the SACs contact the universities and colleges and arrange for a one week police training institute to be held during the year 1945 as a means of acquainting universities with the Bureau's facilities and ability to handle such subjects so that when the schools decide that they are going to conduct such training in the future, they will naturally turn to the FBI and the proper exercise of control will result in no harm to the field of police training.

The Conference felt unanimously that it would be preferable to prepare a communication to all Agents in Charge telling them that in the event there were any facts or circumstances which would lead them to believe some college or university was contemplating the initiation of police training schools, then would be the time for the SAC to make the contact, acquaint the university with what the Bureau is doing and at the same time suggest that the university limit its efforts to an annual police institute for law enforcement officers only in which the Bureau would participate to the extent of helping to prepare programs and selecting instructors.

A communication to all SACs will be prepared in the event the Director approves the latter recommendation.

Respectfully,
FOR THE CONFERENCE

CC..MR. HENDON, MR. CLEGG

Clyde Tolson

L. A. Tamm

WFO:EH

THE DIRECTOR

December 16, 1944

THE EXECUTIVE CONFERENCE

The Executive Conference on December 14, 1944, considered two proposals by Mr. Long of the Laboratory:

(1) That the Bureau consider as a matter of policy whether ~~Laboratory examinations~~ should be made for foreign countries, particularly in the SIS field and whether its examiners will be sent down to testify as to their findings in any cases so handled.

The Executive Conference was unanimously of the opinion that no fixed policy should be set up at this time which would seek to obtain Laboratory cases from South America or other foreign countries because the Laboratory is at the present time very fully engaged in handling cases from the domestic field. The Conference was advised that on the very occasional case that does come into the Laboratory from a foreign country it is submitted on its particular merits to the Director for a decision and recommends that this procedure be continued. The Conference also recommends that in a like manner should the question ever arise as to whether a Laboratory examiner should proceed to a foreign country that that question be decided at the time by the Director upon its merits.

(2) That there be prepared by the Bureau pamphlets describing the general scope of the Laboratory and pamphlets based on existing reprints of various technical articles which have been written by the Laboratory; these pamphlets to be prepared in the Spanish and Portuguese language for distribution in South America. This to be done as a post war project.

Those at the Conference consisting of Messrs. Tolson, Hendon, Clegg, Glavin, and Tracy were opposed to rewriting any of these pamphlets or reprints in the Spanish or Portuguese language.

Mr. Nichols was in favor of doing this, but only as a post war project.

Messrs. E. A. Tamm, Coffey, Ladd, and Rosen recommended that a limited number of such pamphlets (approximately four per year) be prepared in Spanish and Portuguese and distributed to police departments in South American countries through our Legal Attaches. This work to be started now. In preparing these pamphlets they should be so rewritten that they do not constitute an invitation to the South American police departments to submit Laboratory cases to the FBI, but rather they should be written in a rather informative manner and in a spirit of cooperation. These members of the Conference believe that such an effort

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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Memorandum for the Director

December 16, 1944

will be greatly appreciated by the police of South America and will be many times repaid in cooperative services rendered to the Legal Attaches by the South American police.

Respectfully,
For the Conference

Clyde Tolson

[Signature]
E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

HHC:HD

THE DIRECTOR

EXECUTIVES' CONFERENCE

RECREATION - QUANTICO

12/27/44

(Exec. Conf of 12/26)

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DATE 12/18/91 BY SP52/BCE

The Executives' Conference considered the suggestions of SAC Breese at Quantico as follows:

1. There is but one post theatre for the Marines at Quantico and that is at a rather large auditorium in the Hostess House, and at the various movies and radio shows it is crowded. Officials at Quantico have told Mr. Breese they would be glad to reserve one row of seats in one section of the balcony where the officers sit for Agents stationed at Quantico. Mr. Breese, recognizing that the theatres are usually crowded with Marines, felt that the Bureau Agents would be criticized if they crowded out the Marines by using these seats which were offered and therefore he has tentatively declined.

The Executives' Conference recommended unanimously that Mr. Breese's action be continued as a matter of policy and that the offer of theatre seats should not be accepted, and that announcements should be made to students at Quantico that they were not to attend the post theatre after the 9:00 classes.

2. Mr. Breese suggested that the Bureau now consider approval of bridge playing by Special Agents and employees at Quantico in the FBI Academy. At present for recreational purposes there are dart games, checkers, chess, dominoes, radio, newspapers, and magazines available in the recreation room. He recommended that bridge playing be authorized with the understanding that there is to be no gambling engaged in.

Heretofore, in keeping with initial plans and instructions, all types of card and dice games have been strictly prohibited in the FBI Academy. Also, gambling is prohibited. It was pointed out in one instance in the Executives' Conference that although fraternity house rules in the past have prohibited gambling nevertheless the games though on the surface innocent would result in "payoffs" of gambling losses immediately after the games, and outside the fraternity house. Another instance was cited where the rules against gambling were obeyed in a fraternity house.

Mr. Hendon and Mr. Pennington were of the opinion that bridge games should be authorized with the understanding there was to be no gambling permitted since the same incentive for gambling could exist in connection with the checker, chess and domino games which are now authorized.

Messrs. E. A. Tamm, Glavin, Coffey, Nichols and Clegg recommended unfavorably and recommended that the present rules continue in effect.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC..Mr. Hendon, Mr. Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

HHG:TKP

THE DIRECTOR

JANUARY 3, 1945

THE EXECUTIVES CONFERENCE

The Executives Conference consisting of Messrs. Glavin, Tracy, Coffey, Nichols, Ladd, Hendon, and Clegg considered the request of the Los Angeles Office that they be permitted to retain an alphabetical index of confidential informants consisting of approximately 2700 cards.

The present system of maintaining confidential informants is to keep them arranged geographically by cities and alphabetically under the cities by names of the informants or types of information they can furnish. At one time both a system of this type as well as an alphabetical index of informants were permitted. It appears the Los Angeles Office has not destroyed the old alphabetical list and Mr. Hood finds this list frequently convenient because only one search need be made to identify an informant by name in the alphabetical list while in the list broken up by classifications and geographical location, searches have to be made behind several sub-divisions.

The Executives Conference considered this matter and felt that the system should be uniform; that there was inadequate justification for two sets of records of this type; that similar problems would be found to exist in all metropolitan areas and it was not believed that the field office would be justified in maintaining two sets of cards arranged in two different ways since this would involve both supervisory and clerical effort to maintain both records. It was the unanimous recommendation of the Conference that the Los Angeles Office be requested to comply with Bureau regulations and no exception be made.

If approved, a letter is attached hereto to SAC Hood accordingly.

Respectfully,
For the Conference

cc Mr. Hendon
Mr. Clegg

Clyde Tolson

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E. A. Tamm

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

SECRET

THE DIRECTOR

THE BUREAU OF INVESTIGATION

12/19/44

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DATE 12/18/91 BY SP5CJ/KC

On December 19, 1944, the Conference considered the request of the Detroit office that a permanent FM radio antenna be mounted in the roof of the Federal Building for Chief use with the Bureau's 62-100 portable FM transmitter when the latter is needed within the Detroit city area. Detroit stated that tests with the radio transmitter disclosed about a five-1/2 mile range in the Detroit area, using the temporary antenna that goes with the unit, but that they had been advised by radio engineers that they could cover an area, with a reasonable degree of certainty, up to approximately 15 miles from the office by utilizing a permanent roof antenna.

Mr. Coffey advised that the Bureau has only about 25 of these portable FM radio transmitters at the present time and that the Bureau has already approved a permanent antenna installation for the New York office. Mr. Coffey felt that there was not enough of these 62-100 portable radio transmitters to go around if permanent antennas are to be placed on field office buildings. He suggested that more be purchased.

The question was raised as to the unsettled condition of the radio industry and radio frequency allocation. In this respect, Mr. Coffey advised that although changes and improvements are expected, he entirely believes that there will be gradual and not overnight radical changes and therefore the equipment would not suddenly become obsolete, but that these changes would be over a period of several years.

The Conference, consisting of Messrs. L. A. Tamm, Glavin, Coffey, McGuire, Tracy, Hendon, and Mumford, unanimously proposed that if more of these 62-100 portable radio transmitters be purchased at an approximate cost of \$243 each.

The Conference also recommended that the request of the Detroit office to erect a permanent FM antenna be granted but that Detroit be authorized to install the antenna only if it is not to be permanently installed in conjunction with the antenna. It is understood that this antenna will cost about \$175, exclusive of installation and rigging costs. The Conference recommended against putting them in all field offices at this time until they are better proved in New York and Detroit.

If approved, the Chief Clerk will be requested to place the necessary orders and the Chief Clerk will also be requested to advise the Bureau of the office of the Postmaster at Washington for the permanent installation in the roof of the Federal Building in Detroit.

Respectfully,

Chief Clerk

L. A. Tamm

BHC:HD

THE DIRECTOR

1/3/45
(Exec. Conf. of 1/1/45)

EXECUTIVES' CONFERENCE

~~Foreign Language Classes~~

The Executives' Conference considered a suggestion by Mr. J. M. O'Connor that language classes be afforded in French, Spanish, Russian, Italian and German to various Bureau employees, a number of whom have expressed an interest in attending beginners classes in these subjects.

5 regular Bureau employees who are qualified to teach these languages have been found and have expressed a willingness to conduct such classes in the event their duties in this respect will not interfere with their regularly assigned work.

It was also suggested that small fees be charged these students to properly compensate the teachers for their time being afforded on a regular basis.

Mr. Coffey felt such language courses were desirable and should be conducted but that instead of a fee basis, the instructors should be given an equivalent amount of compensatory leave the day following their instruction and that the students would attend the classes on their own time.

All other members of the Conference opposed conducting schools of these types at this time. They were opposed for the fee basis as well as the schools themselves since there appeared to be no special need either from a recreational standpoint or from the standpoint of a need for clerical employees qualified in these languages.

Messrs. E. A. Tamm, Ladd, Glavin, Hendon, Coffey, Tracy, Pennington and Clegg were in attendance at the conference.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Hendon _____
Mr. Clegg _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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E. A. Tamm

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THE DIRECTOR

~~CONFIDENTIAL~~

EXECUTIVES' CONFERENCE

Exec. Conf. of 12/28/44

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Declassify on: OADR

~~Supervision of Reports at Seat of Government~~

The Executives' Conference, Messrs. E. A. Tamm, Glavin, Ladd, Tracy and Clegg being present, considered a suggestion submitted in the memorandum of Mr. Clegg concerning the supervision of cases and reports by Seat of Government Supervisors. Subsequently approved by Messrs. Tolson and Rosen.

The following unanimous recommendations were made:

1. Instructions along the lines set forth hereinafter were to be issued orally as follows:

a. By the Assistant Director, his designated assistants, and designated section chiefs who are to instruct the present supervisors, and all new supervisors, orally by actual demonstrations at the desks of the supervisors showing the suggested method of handling matters consistent with the policies enumerated hereafter:

b. By discussions of a generalized nature before Seat of Government Supervisory Schools and in specific detail in answer to any questions by supervisors at the Supervisors Training School.

2. The following policies concerning the supervision were agreed to:

a. The Bureau holds each supervisor fully responsible for the contents of reports initiated by him.

b. It is recognized that a briefer and more superficial examination of some reports would be justified, while others will require a detailed study. The briefer analysis of reports will be indicated by the Supervisor reading the synopsis and finding no apparent need for closer detailed study of the details of a report because the report is apparently routine, and on the face of the report from a reading of the synopsis, a more detailed study would appear to be unnecessary (this can be demonstrated by the Assistant Directors or their assistants showing the extent to which they would review reports of this type).

c. There is no obvious necessity for examining the file in each and every instance when a closing report is received. Sometimes it will be necessary and sometimes there will obviously be no apparent need when the report reflects the administrative steps that have been taken that are required in connection with a closing report.

d. It is highly desirable that the Supervisor adopt generally a "golden plate" policy; that is, that he should handle on a current basis the work as received. It is recognized that it will be necessary to give more study to certain major

Mr. Tolson _____
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Mr. Coffey _____
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Mr. Nichols _____
Mr. Rosen _____
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Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

cases and to certain types of reports. But all routine and regular reports in the incoming mail should be handled as a usual rule on a current basis; that is, within a one working day basis from the time the report is received.

e. ~~Ticklers~~ should be handled on a day by day basis and kept current. Extraordinary situations may at times provide a valid reason for deferring the handling of ticklers but when this is so, the supervisor shall report this situation to his section chief, who, if he is unable to provide relief, will notify the Assistant Director concerning this situation. The Assistant Director will thus be informed of the need for shifting supervisory manpower when such a need exists.

f. Major espionage, kidnaping, bank robbery cases and such intelligence matters as Communism [and technical surveillances of Embassies] will be exceptions to the general policy set forth herein and it is further recognized that ~~accounting~~ reports should, under ordinary circumstances, receive detailed study. By keeping alert as to the importance and volume of pending work on the various supervisors' desks, the Assistant Director will be able to assign available personnel on a basis of "importance plus volume." (c)

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC..Mr. Hendon
Mr. Clegg

~~CONFIDENTIAL~~

LBN:amI

THE DIRECTOR

January 4, 1945

The Executives Conference

Recently the Detective Bureau of the New Jersey State Police sent a teletype to the Washington headquarters of the Bureau, requesting that we secure the identity of an automobile bearing D.C. tags, inasmuch as it had been parked for several days. On the instructions of a Bureau supervisor, our teletype operator suggested that they contact the D. C. Police.

The Executives Conference consisting of Messrs. E. A. Tamm, Glavin, Coffey, Tracy, Ladd, Clegg, Pennington, Hendon and Nichols unanimously recommended that in limited instances wherein inquiries of this type are received, that the Bureau secure the information and forward it to the inquiring police department.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC-Mr. Hendon
CC-Mr. Clegg

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DATE 12/18/91 BY 9501/ke

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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HHC:HD

THE DIRECTOR

1/1/45
(EXEC. CONF. OF 12/28)

EXECUTIVES' CONFERENCE

REUNION AND RETRAINING SCHOOL FOR GRADUATES OF FBI NATIONAL ACADEMY

The Executives' Conference, Messrs. E. A. Tamm, Glavin, Long, Ladd, Tracy and Clegg being present, considered the attached proposed bulletin for making tentative plans for holding a retraining school and reunion of the graduates of the FBI National Academy. It had been approved that plans be made to hold such a retraining school and reunion for the NPA graduates in 1945 unless war conditions made it inadvisable to do so.

It was unanimously believed by the conference that tentative plans could be made at this time and no formal announcement would be made until conditions subsequently justify. It was recognized as necessary to make reservations of banquet halls and similar facilities at this time even though they had to be cancelled later. In the meantime, special study and plans could be made for carrying out the various requirements for such a program and a report from the various committees would be required as of February 15, 1945 although provisions for banquet halls could be made at this time. The Committees are listed in the attached bulletin based upon previous experience and performance in the respective fields of activity.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

Addendum: The press on January 2nd indicated that Mr. Byrnes would "crack down" on all conventions in the immediate future and that restrictions could be placed against the holding of banquets, etc. by hotels.

E. A. Tamm

In connection with the proposal

for the retraining session, I think we should keep a very close

CC. Mr. Hendon observation on the attitude of the interested

Mr. Clegg government agencies in national meetings.

Edw. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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THE DIRECTOR

EXECUTIVES' CONFERENCE

BUREAU ACCOUNTING COURSE

(Exec. Conf. of 1/1/45)

1/4/45

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DATE 12-19-92 BY [signature]

The Executives' Conference considered the attached proposed letter to all Special Agents in Charge concerning the Bureau's accounting course. In a number of field offices, some of the Special Agents (A) have not yet submitted the solution to any accounting lesson. These lessons are to be completed as of March 31, 1945.

The attached letter has for its purpose transmitting to each Field Office a list of those Special Agents (A) who have completed no accounting lessons or at least have not submitted them to the Bureau, and, because of this, it requires the SAC to obtain from the Special Agent (A) who has not submitted any accounting lessons, a memorandum of explanation. The initial instructions to the field offered the suggestion that in order to complete the course within the allotted time, each of the 3 series of lessons should be completed within 4 months. Obviously those who have not submitted any lessons are not following this suggestion and apparently have not planned their time in order to meet the requirement up to this date.

The attached letter also requires the SAC to confer with the Accountants who have not submitted a pro rata number of accounting lessons to date in order to bring about successful completion of this course within the time specified.

Messrs. Glavin and Hendon were of the opinion that no memoranda should be obtained from Special Agents explaining why no lessons have been completed since they may, in fact, complete the course by March 31 and thus they would not be in a delinquent status.

Messrs. E. A. Tamm, Ladd, Coffey, Tracy, Pennington and Clegg felt this memorandum should be obtained and that a copy of the memorandum should appear in the Field Office Personnel File to show those who had been dilatory in working these accounting lessons so that the matter could be followed up by the SACs and so that the SACs would have of record in the files an indication of those who had not been keeping up to date in this accounting program.

All members of the Conference approved the SAC's conferring with those who were not up to date in handling the course and Mr. Glavin and Mr. Hendon were of the opinion that this same procedure alone should be followed in dealing with those who had not submitted the solutions to any accounting lessons.

If the opinion of the majority is approved there is attached hereto the Form letter which will be used in transmitting the lists of names of delinquent Accountants to the field.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED & INDEXED

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC: Mr. Hendon, Mr. Clegg

HRC:HD

THE DIRECTOR

EXECUTIVES' CONFERENCE

(Exec. Conf. of 1/3/45)

SAC LETTERS AND BUREAU BULLETINS

The Executives' Conference considered the following matters relating to the issuance of SAC Letters and Bureau Bulletins:

1. At present Bureau Bulletins are addressed to all SACs. This is a misnomer since Bulletins go to all Special Agents. The Conference unanimously recommended that Bureau Bulletins be labeled as such and addressed to no one but the distribution to Special Agents, SACs and Bureau officials be continued as at present.

2. During 1944, up to December 27, 347 SAC letters were transmitted from the Bureau. This is an average of more than 1 for each working day of the year. Most of them are considered routine. Some were very special and urgent. The recommendation was that these SAC letters of a routine type be printed and transmitted to the field once per week instead of as prepared and printed, since it was believed it would be more desirable to transmit those routine communications in one group rather than have a constant stream of them coming to Field Offices. Mr. Clegg favored this suggestion which was made by Mr. Carlson.

Messrs. E. A. Tamm, Ladd, Glavin, Hendon, Coffey, Tracy and Pennington opposed the suggestion since it would save neither paper nor printing and it was believed that the SACs would prefer to receive the letters as prepared rather than receive a group of them at one time.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Hendon
Mr. Clegg

EX-3
EX-100
EX-100

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/17/94 BY SP-1/2/94

70 JAN 3 1945

166-2554-133
JAN 6 1945

December 22, 1944

THE DIRECTOR

THE EXECUTIVE CONFERENCE

The Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Rosen, Nichols, Hendon, Coffey, and Glavin considered a request of the Administrative Division for the purchase of ~~four~~ Multilith machines at a cost of approximately \$12,000 with an attendant turn-in of three double Multigraph machines and one dot-e-type machine in the purchase of three machines.

It was pointed out to the Conference that the Multigraph machines are becoming obsolete and the machines we have should be turned in; that more and more of our work is being done on the Multilith machine and with the FBI and Government Bulletin coming out monthly after January 1st, more Multilith machines will be necessary if we are to complete the bulletin on time.

The Executive Conference recommended approval of the purchase of the necessary Multilith machines.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/19/94 BY SP2/jbs

Respectfully Submitted,
FOR THE CONFERENCE

Clyde Tolson

L. A. Tamm

cc Mr. Hendon
Mr. Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

66-254-331

BUREAU OF INVESTIGATION

JAN 5 1945

U. S. DEPT. OF JUSTICE

reduced
2-18-45
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ORIGINAL COPY FILED IN

74 JAN 13 1945

WRG:val

THE DIRECTOR

January 3, 1945

THE EXECUTIVE CONFERENCE

~~CONFIDENTIAL~~

On January 3, 1945, the Executive Conference consisting of Messrs, E. A. Tamm, Hendon, Nichols, Ladd, Clegg, Coffey, Tracy and Glavin considered the desirability of forwarding the attached form letter to all Special Agents in Charge concerning the ~~confidential~~ fund.

For the Director's information, a number of offices at the present time have ~~confidential~~ funds; that these funds are audited from the statements sent in to the Bureau, the audit being performed under the supervision of Mr. Egan; that we find from time to time the Special Agents in Charge are becoming confused in the proper handling of these ~~accounts~~; and that it is felt it would be well to send the attached form letter to all Special Agents in Charge at this time.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Attachment

CC - Mr. Clegg
Mr. Hendon

Classified by 323013
Declassify on: OADR

81 JAN 9 1945

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

~~CONFIDENTIAL~~

12/21/44

THE DIRECTOR

THE EXECUTIVE CONFERENCE
 RECOMMENDATION AND ACTION
 OF THE DIRECTOR - CO. 100.1

In December 20, 1944, the Executive Conference, with Messrs. S. A. Tamm, Tracy, Coffey, Nichols, Ladd, Clegg, Hendon and Rosen in attendance considered the following:

In connection with the Bureau's current postwar planning program a survey was begun for the purpose of acquiring information concerning a more adequate and permanent method of identifying and protecting automobiles to be manufactured following the end of current hostilities. To that end it was thought that there eventually would be called a conference of the officials of the manufacturing companies to discuss this problem. Prior to the conference, however, it was desired to have appropriate inquiries made among the various automobile manufacturers to determine the advisability and necessity for such a conference.

A preliminary inquiry has been made and the results obtained indicate rather definitely that our program should not be continued for various reasons. According to Donald Blanchard, Secretary of the Society of Automotive Engineers, New York City, it is his understanding that very few plans have thus far been made concerning a permanent and superior system for identifying cars. Another individual stated that it was his belief it is not likely that the automobile manufacturers would make a study of this kind unless there was some sales benefit accruing to them. He also stated that it would be more likely that various insurance companies would make such a study inasmuch as they would have a financial interest in developing a more permanent method for identifying cars. Obviously the Bureau would not desire to talk to insurance companies on a matter that affects the automobile manufacturers when as a matter of fact the automobile manufacturers upon the basis of Blanchard's information would not be receptive to the plan as evidenced by their past disinclination toward permanent identification.

RECOMMENDATION:

EX-10

RECORDED

INDEXED

66-2554-3

It appears from our preliminary inquiries that the program which we have begun is one involving numerous barriers which could have to be overcome before there could even be a discussion of the matter with automobile manufacturers. In the first place insofar as licensing is concerned, there would of necessity be required new legislation in all of the 48 states. Each would in itself be a project which could not only require convincing the state authorities

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Coffey _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Egan _____
 Mr. Hendon _____
 Mr. Pennington _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 12/19/91 BY SP-1/bre

that a system of permanent re-education could be necessary but it will mean that all of the resources which are presently in existence would have to be changed. Not only could this be necessary, but the criteria of each state would be dependent upon the soundness of the reasons for all of the other states.

It was also pointed out that the (1) present system of licensing in New York from an investigation, investigation and (2) that there is a problem in crime detection which has not been overcome by the Bureau in the course of the investigation. It was also pointed out that (3) that there has not been a single case in which the Bureau has not been able to secure a conviction, but that the Bureau has not been able to secure a conviction in any case.

100-443886-100

1990-1991

DML:GSH

THE DIRECTOR

Executives Conference

January 6, 1945

#3 Register Cards

At a meeting of the Executives Conference on January 4, 1945, attended by Messrs. Tamm, Glavin, Clegg, Tracy, Rosen and Ladd, attention was called to the fact that the #3 register cards are maintained in the SIS Division for employees in Washington for a temporary period preparing for assignment or for conferences; that these cards are maintained in order that the whereabouts of such employees will be known at all times; that, inasmuch as they serve no particular purpose following the day for which they are prepared, it is suggested they be destroyed at the end of the day.

The Conference was unanimously in favor of so handling the #3 register cards.

Respectfully,
For the Conference,

OK.
H.
Clyde Tolson

Ed
Edward A. Tamm

cc Mr. Clegg
cc Mr. Hendon

#323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED.
DATE 12/19/91 BY *SPS/bce*

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. J. Edgar Hoover _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

137

66-354-37
JAN 9 1945

HHC:HD

THE DIRECTOR

EXECUTIVES' CONFERENCE

1/6/45
(Exec. Conf. of 1/4/45)

DAILY REPORTS

The Executives' Conference, Messrs. E. A. Tamm, Glavin, Coffey, Tracy, Ladd, Rosen, and Clegg being present, considered a suggestion previously made that it no longer be required that the names of law enforcement officers contacted, requests for supplies, and the notations as to filing of complaints in usual cases be placed on the back side of daily reports as has been previously required.

This suggestion was submitted to SACs Brantley, Drayton, Fletcher, Pieper, Scheidt, Sears and Vincent and they were unanimously in favor of eliminating this requirement, stating that there were better ways of handling this information either by a routing slip or a memorandum.

The Executives' Conference unanimously approved the suggestion and there is attached hereto a proposed bulletin in the event the recommendation is approved by the Director.

#323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/19/91 BY SP5CJ/bce

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC..Mr. Hendon
Mr. Clegg

RECORDED & INDEXED

66-2554-33
JAN 10 1945

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

70 JAN 10 1945

HHC:HD

THE DIRECTOR

EXECUTIVES' CONFERENCE

(Exec. Conf. Meeting of
1/5/45
1/4/45)

SUGGESTED THREE DAY CONFERENCE FOR NEWLY ELECTED SHERIFFS

The Executives' Conference, Messrs. E. A. Tamm, Glavin, Coffey, Tracy, Ladd, Rosen, and Clegg being present, considered the suggestion of Mr. J. J. McGuire that orientation and indoctrination courses be conducted for newly elected sheriffs each year, preferably to be held in December before the sheriffs take office but certainly within a short time after they take office. It was felt that these indoctrination courses would be of benefit in acquainting the sheriffs with the various facilities, functions and services of the Bureau.

The Executives' Conference felt that these meetings should be held as a part of the semi-annual law enforcement conferences and that the first session of each year should devote a reasonable amount of time to repeating the various services rendered by the Bureau for the benefit of new officers who have taken office since the first of the year. The entire program could not be devoted to this since there would be a large portion of the officers who would have been hold-overs in office for a considerable period of time, but it was thought that adequate reference should be made at least once a year to these cooperative services both for the benefit of new officers as well as for the old.

If this is approved, there is attached hereto a SAC letter to this effect.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC., Mr. Hendon, Mr. Clegg.

#323 013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 12/19/83 BY SP8CJ/BSZ

RECORDED & INDEXED

161-2034-3396
JAN 10 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

HHG:HD

THE DIRECTOR

1/6/45
(Exec. Conf. of 1/4/45)

EXECUTIVES' CONFERENCE

SOUND TRACK ON BETTY GRABLE EXTORTION PICTURE

The Executives' Conference, Messrs. E. A. Tamm, Glavin, Coffey, Tracy, Ladd, Rosen, and Clegg being present, approved the suggestion that the motion picture of the Betty Grable extortion case have a sound track prepared and attached, which can be reproduced at a cost of between \$8.00 and \$10.00 per reel, or at the rate of 2¢ per foot. The cost for putting the sound track on the original would be approximately \$63.00.

The Executives' Conference approved the addition of the sound track for this film and after it appears on the original, it can be examined and determined whether it would appear profitable to have any additional reproductions made.

Respectfully,
FOR THE CONFERENCE

Glyde Tolson

E. A. Tamm

CC..Mr. Hendon, Mr. Clegg

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/19/99 BY 8827/62

RECORDED & INDEXED

166-2554-3397

JAN 10 1945

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

HMO:HD

THE DIRECTOR

1/4/45
(EXEC. CONF. OF 1/1/45)

EXECUTIVES' CONFERENCE

POSTING ON FIRST DUPLICATE ASSIGNMENT CARD

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/19/91 BY SP5/BCE

The Executives' Conference, Messrs. Tamm, Ladd, Glavin, Hendon, Coffey, Tracy, Pennington and Clegg being present, considered the matter of posting investigative reports on the reverse side of assignment cards when the master assignment card system is used.

In field offices with 5 or more supervisors, and in a few field offices which formerly had this many supervisors but have subsequently been reduced in supervisory personnel, there is a general master assignment card maintained by the chief clerical employee. In addition there is another set of assignment cards maintained by the supervisory personnel, the assignment cards being divided among the supervisory employees handling each specific type of violation. As is true in all offices, another duplicate assignment card is given to the Agent to whom the case is assigned.

The present Bureau requirement is that the date of each investigative report prepared in the office together with the status of the case, as shown by such a report, shall be posted on the back side of the master assignment card only. This posting is not authorized on the supervisor's duplicate assignment card. The suggestion was that supervisors' duplicate cards also have this data posted on them.

This matter was submitted to SACs Drayton, Guerin, Hood, Pieper and Sears for their opinions. Guerin and Drayton felt the posting on the supervisor's duplicate card should not be permitted since the supervisor might rely on the card rather than the file in reviewing the cases with the Agents under his supervision.

SAC Hood believed that the posting should be required on the supervisor's duplicate as well as on the master set of cards for the convenience and reference of supervisors.

SAC Sears and Pieper expressed the opinion that the Bureau should permit but not require the posting on the supervisors' duplicates.

RECORDED & INDEXED

The Executives' Conference, in addition to the reasons above stated, felt it would be undesirable to require or permit the posting on the duplicate cards held by the supervisors since a great deal of time would be necessarily spent by SACs, supervisors, clerical employees and by Bureau Inspectors either in reconciling the posting on the master cards as well as the supervisors' duplicates, or in the additional labor necessary to make both postings. For these reasons the Conference unanimously recommended that the present rule continue that it not be permitted to post data as to report dates and status of the reports on the cards held by field supervisors.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

If this is approved, there is attached hereto a Bureau Bulletin to this effect.

Respectfully,
FOR THE CONFERENCE

CC: Mr. Hendon, Mr. Clegg

Clyde Tolson

E. A. Tamm

WRG:ual

THE DIRECTOR
THE EXECUTIVE CONFERENCE

January 8, 1945

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/12/91 BY SP5CJ/6

On January 5, 1945, the Executive Conference consisting of Messrs. E. A. Tamm, Nichols, Clegg, Tracy, Ladd, Long, Rosen and Glavin considered a suggested insurance fund for Special Agents of the Bureau.

It was pointed out to the Conference that some time ago representatives of the Minnesota Mutual Life Insurance Company called at the Bureau trying to work out a plan that might interest the Bureau in securing a group insurance coverage for its Agents with the Minnesota Mutual Life Insurance Company. Briefly the plan of insurance would be as follows:

We would retain our present fund and make collections as we have in the past. In so far as our Agents' Insurance Fund is concerned; however, these collections would be made at the rate of \$50.00 a year per member, and it would be necessary for 75 percent of the Agents to subscribe to this plan before the company would handle it. During the first year, the Agents' Insurance Fund would pay to the Minnesota Mutual Life Insurance Company an amount of \$68.20 per member; and in the event our favorable mortality rate would be retained, the difference would be returned in dividends. On the basis of the very favorable mortality rate under the plan submitted, the fund would increase to approximately \$230,000.00 in 1950. The plan advanced by the Minnesota Mutual would insure Agents in the amount of \$10,000. It would permit conversion to regular life insurance after separation from the service and would also provide for coverage in the event of total disability necessitating separation from the service.

This plan was studied by Messrs. Mumford, Quinn Tamm and Tracy, all of whom recommend against the fund. The Conference points out that the recommendation of the Minnesota Mutual is another group insurance fund recommendation; that we would have to get at least 75 percent of our Agents in the fund; that we would have to act as a collecting agency; and all in all, it is not felt that the advantages which would accrue to the Agents of the Bureau would be sufficient for the Bureau to enter into such an agreement with the Insurance Company in question.

66-2554-2377
INDEXED
Should the Director approve, an appropriate communication will go forward to the representatives of the Minnesota Mutual Life Insurance Company so advising them in regard to their proposed plan.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Clegg
Mr. Hendon
6 JAN 10 1945

MHC:HD

THE DIRECTOR

EXECUTIVES' CONFERENCE

ADMINISTRATIVE MANUAL

1/1/45
(Exec. Conf. of 12/26/44)

The Executives' Conference considered the suggestion of Mr. Carlson that the present Manual of Rules and Regulations and the Field Clerical Manual be consolidated and referred to as the Administrative Manual.

The Field Clerical Manual contains 156 pages. The Manual of Rules and Regulations contains 179 pages. It is believed the two could be consolidated into approximately 150 pages eliminating duplications and eliminating unnecessary phraseology. This would result in there being but one administrative manual instead of 2, and whenever a change is made in field office administrative procedure, the change is necessarily made in both the Manual of Rules and Regulations and in the Clerical Manual when clerical work is involved. During the past year it was necessary to reprint 86 pages of the Clerical Manual and 116 pages of the Manual of Rules and Regulations.

The new consolidated manual called the Administrative Manual would be issued to Field Offices so that there would be one copy for each 10 Special Agents and one copy for each 10 clerical employees, which is the basis for the distribution of these manuals at present and it would also reduce the number of Bureau manuals; eliminate the possibility of inconsistent provisions, and provide for reference study by Special Agents of full details of field office operations. It would also reduce the amount of time used in making manual changes in the various manuals in the field.

The Executives' Conference unanimously approved Mr. Carlson's undertaking to make these changes, the new manual to be submitted to the Bureau for approval. Messrs. E. A. Tamm, Glavin, Coffey, Hendon, Pennington, Tracy, Nichols, Ladd and Clegg were present.

Respectfully,
FOR THE CONFERENCE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/19/94 BY SP5CJF/bca

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INDEXED

JAN 11 1945

66-2004-3400

JAN 11 1945
Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
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Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

CC: Mr. Hendon
Mr. Clegg

1/1/45

LET:DC

THE DIRECTOR

January 1, 1945

The Executive Conference

DETECTIVE SERVICE

The Executive Conference on December 20, 1944, with Messrs. E. A. Tamm, Glavin, Hendon, Coffey, McGuire, Tracy, Ladd, Pennington and Acers in attendance, considered and unanimously approved the recommendation that a bulletin be sent to the field with reference to Selective Service.

The purpose of this bulletin is to re-emphasize investigative procedure and to warn Agents to exercise the same caution in handling Selective Service violators as they do in the handling of cases involving dangerous criminals.

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. A. Tamm

Attachment

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/19/91 BY SP2/bce

RECORDED

EX-16

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|---------------------------------|
| 66-2554-317 |
| FEDERAL BUREAU OF INVESTIGATION |
| JAN 12 1945 |
| U. S. DEPARTMENT OF JUSTICE |

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

INITIALS

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DML:CSH

THE DIRECTOR

○ Executives Conference

January 6, 1945

323073

USE OF MICROFILM IN CONNECTION WITH SIS MAIL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/19/91 BY SP2C/bm

At a meeting of the Executives Conference on January 4, 1945, attended by Messrs. Tamm, Glavin, Clegg, Tracy, Rosen and Ladd, attention was called to the fact that, in accordance with Conference instructions, we have been experimentally sending mail between the Bureau and Mexico City via film, for the past sixty days, in an effort to determine whether it would be feasible to extend this system to all such foreign mail. You will recall that film is the procedure of photographing, on 35 millimeter film, each letter, report or other document, and transmitting to the Bureau the small roll of film, for development, rather than transmitting the actual letters or reports. Upon receipt of the film at the Bureau it is developed, enlarged and printed, and the photographs resulting then constitute the original letters or reports for the Bureau's files. It was pointed out that this experiment had shown the following disadvantages in connection with this mail:

1. The handling of the mail upon receipt at the Bureau is necessarily delayed an average of two days for developing and printing in the Mechanical Section; in addition, when printed, each page must be checked and reassembled before distribution.
2. The film paper is several times thicker than ordinary thin sheets, making the files tremendously thick, which could eventually cause a problem in the Records Division.
3. Film paper tends to wrinkle and cup, and is difficult to clip together.
4. Non-photographable enclosures, such as original documents, must be sent by ordinary pouch mail, causing delay in getting the letter and enclosure together upon receipt.
5. If film were adopted for all SIS mail, additional clerks would be required for photographing, assembling and checking the mail, if extensive delay were to be avoided, since handling only the Mexico mail in this way, with the present force, has resulted in delay.

The advantages apparent from the use of film are that the weight of the mail, of course, is reduced, thereby making it possible to forward it all by courier if considered necessary, and additional security is given inasmuch as it is difficult to tamper with the undeveloped film.

The Conference was advised that it was the view of the SIS Division, concurred in by the Records Division, that the disadvantages outweighed the advantages and, therefore, the experiment should be discontinued and this procedure not be extended generally by the SIS Division, except occasionally for the handling of unusually bulky material. The Conference unanimously recommended that SIS continue the use of microfilm for the transmission of its mail, and that the mail be forwarded, as in the past, through the diplomatic pouch.

Respectfully,
For the Conference,

Clyde Tolson

Edward A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Mr. Pennington
Mr. Nease
Mr. Nease

Mr. Clegg
Mr. Hendon

MWA:HD
JAC:

MR. TOLSON

DECEMBER 2, 1944

H. H. CLEGG

PROPOSED IN-SERVICE SCHEDULE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/19/91 BY spscj/bce

Reference is made to the Director's memorandum of November 21 instructing that immediate action be taken to correct the training schedule, transportation facilities, and give proper consideration to supervisory personnel lecturing at Quantico.

There is attached a proposed schedule which reduces the number of supervisors going to Quantico from 18 to 12. It reduces the number of trips to Quantico from 30 under the previous schedule, to 9. Although 12 supervisors go to Quantico, in 3 instances 2 can go to Quantico and return in the same car.

In addition, the following is accomplished under the proposed schedule:

1. No supervisor goes to Quantico for lectures more than once a week, although he repeats his lectures on the same day while at Quantico.
2. The training facilities in the FBI Academy are used 7 days a week. The ranges are in use on every day except Sunday.
3. ~~In-Service~~ training at Quantico on Sunday under the previous schedule was from 10:00 A. M. to 9:00 P. M. Under the proposed schedule the hours will be from 1:00 to 6:00 P. M., requiring the presence of only one supervisor at Quantico. Schedule changes will permit courses previously scheduled on Sunday to be handled on other days during the 2-week period.
4. Present bus schedules, which permit full loads both going to and coming from Quantico, will remain the same.
5. All lectures scheduled for Quantico are 2 or 3 hour lectures, which means that each supervisor going to Quantico will lecture from 4 to 6 hours each trip.

To put into effect the proposed schedule the following changes will be made if approved.

A. The following lectures are being eliminated:

1. Psychology of the Criminal - 1 hour. This lecture has been given by SA Supervisor Howard J. Leahy who is a psychologist. He is presently under transfer to the Washington Field Office.
2. Practical Psychology in Interviews - 1 hour. This lecture has been given by Mr. Leahy. The material covered in the lecture is being incorporated into the 4-hour lecture on Interviews and Report Writing.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

66-2554-3404
FEDERAL BUREAU OF INVESTIGATION
JAN 15 1945
U. S. DEPARTMENT OF JUSTICE

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- B. The time of the lecture is increased:
1. WSTA - Crime Surveys - May Act - et al - 1-1/2 hours - Mr. Shine; increased to 2 hours. The supervisor handling this lecture states that the additional time is necessary.
 2. The lecture on Evidence and Signed Statements is being scheduled for 3 hours, which was originally approved. 3 hours is needed to cover the subject matter.
- C. The time of the lecture is reduced:
1. FBI National Academy - 1 hour - Mr. Hince or Mr. McCabe - and Local Law Enforcement - Problems and Personnel - 1 hour - Mr. Hince or Mr. Leahy -, combined into a 1-hour lecture handled by Mr. Hince or Mr. McCabe.
 2. Selective Service - 2 hours - Mr. Walker or Mr. Callan; Hatch Act - 1 hour - Mr. Callan or Mr. Williams; and Departmental Applicant Investigations - 1 hour - Mr. Werner or Mr. Callan, - a total of 4 hours, is combined into a 3-hour lecture. 2 hours is devoted to Selective Service; 1/2 hour to Hatch Act; and 1/2 hour to Departmental Applicant Investigations.
 3. Theft from Interstate Shipment and National Stolen Property Act - 3 1/2 hours - Mr. Smith or Mr. Horton - reduced to 3 hours.
- Note: It is to be noted that by eliminating the fractional parts of an hour from the lecture schedule, it is possible to alternate lectures which otherwise do not lend themselves to the proposed schedule.
- D. At the present time the In-Service Agents at the FBI Annex (Armory) are given 1 1/2 hours for dinner. This is being reduced to 1 hour since it is necessary to adjust the schedule and, inasmuch as it has been found that 1 hour is ample to secure the evening meal at the FBI Annex Cafeteria.
- E. At the present time In-Service Classes are dismissed at 3:00 P. M. on Tuesday evening for the purpose of getting haircuts, securing reservations, and for the purpose of handling other personal matters. Under the proposed schedule, they will be released at 4:00 P. M. and it is believed the remaining time will be ample.
- F. Under the proposed schedule, each of the two In-Service Classes of 40 men will spend a portion of the day on the range. This will necessitate a change of clothing. This does not, however, appear objectionable. The daylight hours for each class equalizes themselves in the 6 days on the range.
- G. It is to be noted that according to the attached schedule both In-Service Classes are combined on Sunday from 1 to 6 PM. During the period 1:00 to 4:00 PM, the class receives a lecture not involving practical work or demonstrations. From 4:00 to 6:00 P. M. they are shown First Aid films which have been approved previously. Although consolidation for lengthy periods in the gym

at the FBI Academy at Quantico would not be desirable, it is believed, as a practical matter, that the classes can be combined for the short period involved. In the event the combined classes consist of 70 men or less, the consolidation can be made in the largest classroom.

The transportation now seems adequate inasmuch as the Administrative Division has made available 2 automobiles for the use of Supervisors going to Quantico.

It is to be noted that it will be possible to shift lectures on Sunday so that no Supervisor will consistently receive this assignment.

Approved by the Executive Conference, consisting of Messrs. E. A. Tamm, Glavin, Coffey, Nichols, Hendon, Tracy, Mumford, Rosen and Acers, on 12-4-44.

O.B. It is about time
when a more slight
consideration should
come out of Circles
of the government
H.

12/1/44

PROPOSED IN-SERVICE SCHEDULEFIRST WEEKMONDAY - AT WASHINGTON - FIRST WEEKCLASS #1 AND #2 COMBINED

| | | |
|---------------|--|-----------------------------|
| 9:00 - 9:30 | Roll call, Seating and Announcements | Mr. Hince or Mr. Rogers |
| 9:30 - 10:00 | Current Trends of Liaison with War, Navy, State | Mr. Gannon or Mr. Alden |
| 10:00 - 11:00 | Civil Rights and Domestic Violence, Passports and Visa Matters, and Immigration and Naturalization Matters | Mr. Kittlesen |
| 11:00 - 12:00 | General Bureau Problems | Mr. Clegg |
| 12:00 - 1:00 | Lunch | |
| 1:00 - 2:00 | Japanese, Italian, French and General Language Group | Mr. Tillman or Mr. Coyne |
| 2:00 - 3:00 | Registration Act | Mr. Gilmore |
| 3:00 - 4:00 | National Socialism and Voorhis Act | Mr. Harvey or Mr. Hows |
| 4:00 - 5:00 | Security Matter Investigations, Escaped Prisoners of War, Foreign Travel Control | Mr. Douglas or Mr. McCarthy |
| 5:00 - 5:30 | Translation and Special Records | Mr. Glanahan or Mr. Mumford |
| 7:30 | Bus Departs Washington for Quantico | |

TUESDAY - AT QUANTICO - FIRST WEEKCLASS #1

| | | |
|--------------|---|---------------------------|
| 9:00 - 12:00 | Firearms | Mr. Sloan and Staff |
| 12:00 - 1:00 | Lunch | |
| 1:00 - 4:00 | Selective Service - Hatch Act - Departmental Applicants | Mr. Callan |
| 4:00 - 6:00 | Interviews and Reports | Mr. Breese or Mr. Carlson |
| 6:00 - 7:00 | Dinner | |
| 7:00 - 9:00 | Interviews and Reports | Mr. Breese or Mr. Carlson |

CLASS #2

| | | |
|--------------|---|---------------------|
| 9:00 - 12:00 | Selective Service - Hatch Act - Departmental Applicants | Mr. Callan |
| 12:00 - 1:00 | Lunch | |
| 1:00 - 6:00 | Firearms | Mr. Sloan and Staff |
| 6:00 - 7:00 | Dinner | |
| 7:00 - 9:00 | Firearms | Mr. Sloan and Staff |

WEDNESDAY - AT QUANTICO - FIRST WEEKCLASS #1

| | | |
|--------------|----------|---------------------------|
| 9:00 - 12:00 | Evidence | Mr. Carlson or Mr. Breese |
| 12:00 - 1:00 | Lunch | |
| 1:00 - 6:00 | Firearms | Mr. Sloan and Staff |
| 6:00 - 7:00 | Dinner | |
| 7:00 - 9:00 | Firearms | Mr. Sloan and Staff |

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ENCLOSURE

CLASS #2

| | | |
|--------------|------------------------|---------------------------|
| 9:00 - 12:00 | Firearms | Mr. Sloan and Staff |
| 12:00 - 1:00 | Lunch | |
| 1:00 - 4:00 | Evidence | Mr. Carlson or Mr. Breese |
| 4:00 - 6:00 | Interviews and Reports | Mr. Breese or Mr. Carlson |
| 6:00 - 7:00 | Dinner | |
| 7:00 - 9:00 | Interviews and Reports | Mr. Breese or Mr. Carlson |

THURSDAY - AT QUANTICO - FIRST WEEK

CLASS #1

| | | |
|--------------|--|-------------------------|
| 9:00 - 12:00 | Firearms | Mr. Sloan and Staff |
| 12:00 - 1:00 | Lunch | |
| 1:00 - 4:00 | Theft from Interstate Shipment, National Stolen Property Act | Mr. Smith or Mr. Horton |
| 4:00 - 6:00 | Fugitive Matters | Mr. West or Mr. Horton |
| 6:00 - 7:00 | Dinner | |
| 7:00 - 9:00 | Firearms | Mr. Sloan and Staff |

CLASS #2

| | | |
|--------------|--|-------------------------|
| 9:00 - 12:00 | Theft from Interstate Shipment, National Stolen Property Act | Mr. Smith or Mr. Horton |
| 12:00 - 1:00 | Lunch | |
| 1:00 - 6:00 | Firearms | Mr. Sloan and Staff |
| 6:00 - 7:00 | Dinner | |
| 7:00 - 9:00 | Fugitive Matters | Mr. West or Mr. Horton |

FRIDAY - AT QUANTICO - FIRST WEEK

CLASS #1

| | | |
|--------------|--|-------------------------------|
| 9:00 - 12:00 | Firearms | Mr. Sloan and Staff |
| 12:00 - 1:00 | Lunch | |
| 1:00 - 3:00 | Firearms | Mr. Sloan and Staff |
| 3:00 - 6:00 | War Frauds, Bribery | Mr. Schroeder or Mr. Peterson |
| 6:00 - 7:00 | Dinner | |
| 7:00 - 9:00 | White Slave Traffic Act, Crime Surveys, May Act. | Mr. Shine |

CLASS #2

| | | |
|--------------|---|-------------------------------|
| 9:00 - 12:00 | War Frauds, Bribery | Mr. Schroeder or Mr. Peterson |
| 12:00 - 1:00 | Lunch | |
| 1:00 - 3:00 | White Slave Traffic Act, Crime Surveys, May Act | Mr. Shine |
| 3:00 - 6:00 | Firearms | Mr. Sloan and Staff |
| 6:00 - 7:00 | Dinner | |
| 7:00 - 9:00 | Firearms | Mr. Sloan and Staff |

SATURDAY - AT QUANTICO - FIRST WEEK

CLASS #1

| | | |
|---------------|---|---------------------------|
| 9:00 - 11:00 | Subotage and War Labor Disputes | Mr. Flanagan |
| 11:00 - 12:00 | Testifying in Court | Mr. Breese |
| 12:00 - 1:00 | Lunch | |
| 1:00 - 4:00 | Firearms | Mr. Sloan and Staff |
| 4:00 - 6:00 | Espionage | Mr. Tyler or Mr. Williams |
| 6:00 - 7:00 | Dinner | |
| 7:00 - 9:00 | Extortion, Theft of Government Property, et al | Mr. Hayden |

CLASS #2

| | | |
|--------------|---|---------------------------|
| 9:00 - 12:00 | Firearms | Mr. Sloan and Staff |
| 12:00 - 1:00 | Lunch | |
| 1:00 - 3:00 | Subotage and War Labor Disputes | Mr. Flanagan |
| 3:00 - 4:00 | Testifying in Court | Mr. Breese |
| 4:00 - 6:00 | Extortion, Theft of Government Property, et al | Mr. Hayden |
| 6:00 - 7:00 | Dinner | |
| 7:00 - 9:00 | Espionage | Mr. Tyler or Mr. Williams |

SUNDAY - AT QUANTICO - FIRST WEEK

CLASS #1 and #2 COMBINED IN GYM, OR, IF LESS THAN 70 MEN, IN A CLASSROOM.

| | | |
|-------------|---|-------------------------|
| 1:00 - 4:00 | Kidnapping, Bank Robbery, Election Frauds, et al | Mr. Carroll |
| 4:00 - 6:00 | Motion Picture - First Aid | Mr. Sloan or Mr. Breese |

* * * *

SECOND WEEK

MONDAY - AT QUANTICO - SECOND WEEK

CLASS #1

| | | |
|--------------|--------------------|-------------------------|
| 9:00 - 12:00 | Moot Court | Training Division Staff |
| 12:00 - 1:00 | Lunch | |
| 1:00 - 3:00 | Crime Scene Search | Training Division Staff |
| 3:00 - 6:00 | Firearms | Mr. Sloan and Staff |
| 6:00 - 7:00 | Dinner | |
| 7:00 - 9:00 | Firearms | Mr. Sloan and Staff |

CLASS #2

| | | |
|--------------|--------------------|-------------------------|
| 9:00 - 12:00 | Firearms | Mr. Sloan and Staff |
| 12:00 - 1:00 | Lunch | |
| 1:00 - 3:00 | Firearms | Mr. Sloan and Staff |
| 3:00 - 5:00 | Crime Scene Search | Training Division Staff |
| 5:00 - 6:00 | Moot Court | Training Division Staff |
| 6:00 - 7:00 | Dinner | |
| 7:00 - 9:00 | Moot Court | Training Division Staff |

9:00 Bus Departs Quantico for Washington

TUESDAY - AT WASHINGTON - SECOND WEEK

CLASS #1 AND #2 COMBINED

| | | |
|---------------|---|---------------------------|
| 9:00 - 10:00 | FBI National Academy - Local Law Enforcement - Problems and Personnel | Mr. Hince or Mr. McCabe |
| 10:00 - 11:30 | Sedition, Treason and Neutrality Matters | Mr. Hanratty or Mr. Brown |
| 11:30 - 12:00 | Panel Forum - Identification Division | Mr. Tracy and Staff |
| 12:00 - 1:00 | Lunch | |
| 1:00 - 2:00 | Bankruptcy, Bondsmen & Securities, et al | Mr. Scott or Mr. Bachman |
| 2:00 - 3:00 | Mail Fraud, Court of Claims, Accounting Matters, War Fraud Claims, Civil Suits, et al | Mr. Hair or Mr. Scott |
| 3:00 - 4:00 | Servicemen's Dependents Allowance Act, Federal Reserve Act, et al | Mr. Hair or Mr. Scott |

WEDNESDAY - AT WASHINGTON - SECOND WEEK

CLASS #1 and #2 COMBINED

| | | |
|---------------|--|-----------------------------|
| 9:00 - 10:00 | Communist Front Activities and Racial Conditions | Mr. Winterrowd or Mr. Coyne |
| 10:00 - 11:00 | General Communist Matters | Mr. MacCartee or Mr. Black |
| 11:00 - 12:00 | Communist and Nationalist Activities Among Foreign Language Groups | Mr. Coyne and Mr. Howe |
| 12:00 - 1:00 | Luncheon | |
| 1:00 - 2:00 | Communist and Nationalist Activities Among Foreign Language Groups | Mr. Coyne and Mr. Howe |
| 2:00 - 3:00 | Communist Intelligence Activities | Mr. Allen or Mr. Whitson |
| 3:00 - 5:00 | Communist Infiltration of Labor Organizations | Mr. DeFord or Mr. Devlin |
| 5:00 - 6:00 | Special Communist Cases | Mr. Whitson or Mr. Allen |
| 6:00 - 7:00 | Dinner | |
| 7:00 - 8:00 | NAVIA, OPA AND WPB Matters | Mr. Gursel |
| 8:00 - 9:00 | Miscellaneous Matters | Mr. Price |

THURSDAY - AT WASHINGTON - SECOND WEEK

CLASS #1

| | | |
|-------------|--|---------------------------------------|
| 9:00 - 9:30 | Panel Forum - Training and Inspection Div. | Mr. Clegg and Staff |
| 9:30 - 1:00 | Practical Work with Technical, Sound and Radio Equipment | Mr. Donaldson, Sound and Radio Staffs |
| 1:00 - 2:00 | Luncheon | |
| 2:00 - 6:00 | Practical Work with Technical, Sound and Radio Equipment | Mr. Donaldson, Sound and Radio Staffs |
| 6:00 - 7:00 | Dinner | |
| 7:00 - 9:00 | Practical Work with Technical, Sound and Radio Equipment | Mr. Donaldson, Sound and Radio Staffs |

CLASS #2

| | | |
|---------------|---|--|
| 9:00 - 10:00 | Confidential Informants | Mr. Blaylock |
| 10:00 - 12:00 | Field Office Inspections | Mr. Acers or Mr. Haughten |
| 12:00 - 1:00 | Lunch | |
| 1:00 - 2:00 | Panel Forum - Investigative Techniques | Training & Inspection Div. |
| 2:00 - 3:30 | SIS Matters | Mr. Carson, Mr. E. H. Clegg, or Mr. Keay |
| 3:30 - 4:00 | Identification, Wrapping and Shipping of Evidence | Mr. Flach or Mr. |

CLASS #2 - continued

| | | |
|-------------|---------------------------------|--------------------|
| 3:00 - 4:00 | Panel Forum - Security Division | Mr. Lead and Staff |
| 4:00 - 6:00 | Raids and Plants | Mr. Blaylock |
| 6:00 - 7:00 | Dinner | |
| 7:00 - 9:00 | Surveillances | Mr. Blaylock |

FRIDAY - AT WASHINGTON - SECOND WEEK

CLASS #1

| | | |
|---------------|---|-----------------------------|
| 9:00 - 10:00 | Confidential Informants | Mr. Blaylock |
| 10:00 - 12:00 | Field Office Inspections | Mr. Acers or Mr. Naughten |
| 12:00 - 1:00 | Lunch | Training & Inspection Div. |
| 1:00 - 2:00 | Panel Forum - Investigative Techniques | Mr. Carson, Mr. H. M. Glode |
| 2:00 - 2:30 | SIS Matters | or Mr. Keay |
| 2:30 - 3:00 | Identification, Wrapping and Shipping of Evidence | Mr. Elsch or Mr. Brazier |
| 3:00 - 4:00 | Panel Forum - Security Division | Mr. Lead and Staff |
| 4:00 - 6:00 | Raids and Plants | Mr. Blaylock |
| 6:00 - 7:00 | Dinner | |
| 7:00 - 9:00 | Surveillances | Mr. Blaylock |

CLASS #2

| | | |
|-------------|--|---------------------------------------|
| 9:00 - 9:30 | Panel Forum - Training and Inspection Div. | Mr. Clegg and Staff |
| 9:30 - 1:00 | Practical Work with Technical, Sound and Radio Equipment | Mr. Donaldson, Sound and Radio Staffs |
| 1:00 - 2:00 | Luncheon | |
| 2:00 - 6:00 | Practical Work with Technical, Sound and Radio Equipment | Mr. Donaldson, Sound and Radio Staffs |
| 6:00 - 7:00 | Dinner | |
| 7:00 - 9:00 | Practical Work with Technical, Sound and Radio Equipment | Mr. Donaldson, Sound and Radio Staffs |

SATURDAY - AT WASHINGTON - SECOND WEEK

CLASS #1 AND #2 COMBINED

| | | |
|---------------|---|----------------------------|
| 9:00 - 10:00 | Panel Forum - Laboratory | Mr. Coffey and Staff |
| 10:00 - 12:00 | Panel Forum - Administrative Division | Mr. Glavin and Staff |
| 12:00 - 1:00 | Lunch | |
| 1:00 - 3:00 | Panel Forum - Records and Communications Div. | Mr. Nichols and Staff |
| 3:00 - 4:30 | Written Examination | Training & Inspection Div. |

WAG:RJ

THE DIRECTOR

January 13, 1945

THE EXECUTIVE CONFERENCE

On January 12, 1945, the Executive Conference consisting of Messrs. Rosen, Ladd, Clegg, Hendon, Quinn Tamm, and Glavin considered a request for the purchasing of certain traffic training equipment as outlined in the attached list.

The Conference with the exception of Glavin recommended the immediate purchase of the equipment in question.

Glavin felt that ^{from the office} ~~many~~ of the items listed undoubtedly could be secured by the traffic instructor at the time the schools were held throughout the country, and he feels that in this particular instance the purchases in toto could not be satisfactorily justified.

Should the Director approve the majority of the Conference recommendation the orders will be immediately placed.

Respectfully Submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/19/91 BY SP2W/bce

cc Mr. Clegg
Mr. Hendon

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

61 JAN 18 1945

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FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-04-2011

THE DIRECTOR

Executives Conference

January 11, 1945

Assignment of Agent as Liaison
with Mexico City Police Department

~~CONFIDENTIAL~~

At a meeting of the Executives Conference on January 8, 1945, attended by Messrs. Tolson, Tamm, Glavin, Tracy, Rosen, Clegg, Coffey and Ladd, the suggestion was made that a police liaison Agent be assigned to Mexico City to work with the Mexico City Police Department. It was pointed out to the Conference that this would give needed added coverage in Mexico City in the open, and that it would permit the Agent assigned in such a liaison capacity to gain access to all material in the police department files which could be made available to the Bureau; further, that such an arrangement had been requested by General Delgadon, Chief of Police in Mexico City; that originally he had requested an exchange of police liaison agents, but subsequent thereto arrangements had been perfected for him to send an officer to the FBI and it was believed this would eliminate any necessity or desire for the Mexicans to assign a liaison officer to the Bureau in Washington.

Mr. E. A. Tamm was opposed to the suggestion that the Bureau send a Liaison Agent to Mexico to be assigned to the Mexico City Police Department.

The remainder of those present at the Conference were in favor of this suggestion.

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2/26/92

Classified by 5750 pce

Declassify on: OADR

Respectfully,
For the Conference,

Clyde Tolson

RECORDED & INDEXED

Edward A. Tamm

cc Mr. Clegg
cc Mr. Hendon

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WHERE SHOWN OTHERWISE

Admonition: 1-12-45 Mr. Tamm's objection to the assignment of a liaison man at Mexico City is that such an assignment will probably result in a request for the designation by the Mexican Police of a liaison man with the Bureau and this difference of initiative in designation is not desirable. The Bureau should take the initiative in designating a man, and the Mexican Police should accept him and not vice versa. Such acceptance must be unconditional.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Harbo _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

~~CONFIDENTIAL~~

56 JAN 17 1945

HRG:MD

THE DIRECTOR

1/6/45

EXECUTIVES' CONFERENCE

(trans. 1/12/45)

FBI NATIONAL ACADEMY APPLICANT - HAWAII

SAC Stein indicated his belief that Chief of Police William A. Gabrielson of Honolulu would retire in December, 1945, when he is eligible for pension. He therefore recommended that the Bureau give consideration to the desirability of accepting now a representative of the Honolulu Police Department in the FBI National Academy. He believes this would serve the purpose of developing a more trustworthy contact within that department and he pointed out that the Territory of Hawaii is the only territory without a representative in the Academy.

Because Gabrielson will be at Honolulu during 1945, the Executives' Conference recommended that favorable consideration of a representative of that department attending the NFA be deferred until after Gabrielson had left the department.

Those present at the Conference were Messrs. Tolson, Glavin, Tracy, Tamm, Coffey, Ladd, Rosen and Clegg.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC. Mr. Hendon
Mr. Clegg

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DATE 12/19/92 BY 8201/600

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56 JAN 17 1945

THE DIRECTOR

January 11, 1945

The Executive Conference

lc
ILLEGAL SALE OF MILITARY INSIGNIA

The Executive Conference, on January 9, 1945, attended by Messrs. Tolson, E. A. Tamm, Tracy, Hendon, Coffey, Nichols, Clegg, Ladd and Rosen, approved the proposed Bureau Bulletin supplementing previous instructions relating to the illegal sale of military insignia, which points out that the name of any person who has been granted authority by the War Department to sell insignia, decorations and awards will be of record at the Adjutant General's Office, War Department, Washington, D. C., and also at the headquarters of the Service Command covering the territory wherein a particular person resides. It is also pointed out that the Statutes prohibiting the illegal wearing, manufacture or sale of any service medal or badge awarded by the War Department and the Statute relating to the illegal possession of insignia or badges awarded by the Navy Department should be utilized in conjunction with the program which the Bureau has instituted to prevent the unlawful flagrant use of military insignia.

Respectfully,
For the Conference

OK
H.
Clyde Tolson
Chairman

E. A. Tamm

Attachment

cc-Mr. Hendon
Mr. Clegg

#323813
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DATE 12/19/91 BY SP5CJ/bce

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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JAN 17 1945

56 JAN 17 1945

HHC:WKE

THE DIRECTOR

DECEMBER 11, 1944

THE EXECUTIVES CONFERENCE

#323013
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The Executives Conference consisting of Messrs. Tolson, Glavin, Long, E. A. Tamm, Hendon, Tracy, Ladd, Rosen, and Clegg considered a proposed European School for SIS employees in order to prepare them for assignment in the Balkan area. Based upon the initial SIS European School held in October and November, 1944 the following suggestions and recommendations were approved:

1. TIME - The Schools will begin at 9:00 AM Monday, January 15, 1945 and continue until 4:30 PM Saturday, February 24, 1945. This is a six weeks' period.
2. CURRICULUM - In addition to the three weeks' SIS In-Service School the following additions and amendments were recommended:
 - a. Add two hour lecture on German matters by Internal Security Section.
 - b. Add one day on Activities of German Intelligence Organizations and Agents to be handled by the Espionage Section Supervisor.
 - c. Add a period of research work on specific problems relating to the Balkan countries and the preparation of a monograph on the subjects assigned. Two weeks and four days are to be allotted to this work.
 - d. Add six hours on the subject "Double Agents."
3. SCHEDULE - The classes to operate from 9:00 AM to 9:00 PM daily during the period of classroom lectures and instructions and for the period of research the formal assembly to be from 9:00 AM to 5:30 PM daily and from 1:00 to 6:00 PM on Sunday. This shortening of the hours during the research period would permit studies at the Library of Congress when necessary.
4. CLASSROOMS - All classes including the regular research periods to be assembled regularly in classrooms rather than in private offices. The classroom will be equipped with

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc Mr. Hendon
Mr. Clegg

EX-16

74 JAN 19 1945

tables and cabinets, and necessary files, briefs, memoranda; and books available at the Bureau can be moved in these classrooms and at night locked in the cabinets and as a consequence the class will be properly maintained where it can be supervised at all times.

5. **INOCULATIONS** - The SIS Section has suggested and the Conference agrees that the Agents attending these classes can receive the necessary inoculations while in Washington at the Public Health Service.
6. **IN-SERVICE ATTENDANCE** - It is recommended that all Special Agents who have not attended a regular In-Service School during the previous twelve months, be held over at the conclusion of the SIS School for regular In-Service training.
7. **PERSONNEL** - 21 names of Special Agents to attend the school were considered by the Executives Conference and these names have been referred to the Chief Clerk's Office for analysis and clearance. A separate memorandum will submit the names of those recommended to attend the school.

It is to be recorded here that Mr. Tolson and Mr. Clegg recommended unfavorably with reference to the recommendation that Special Agent Clarence W. Moore, former Attache in Mexico, be included on the list. All others present favored Moore.

It was also felt that Special Agent A. A. Boguslav should not be sent out of the country because of the need for keeping him in this country as he is a Russian translator and there is a shortage of such translators in the domestic field.

It was pointed out that it would be rather difficult to find Agents qualified to speak Balkan languages but it was Mr. Ladd's view that within one year residents in the various Balkan States judging from results in other countries would become proficient and as Attaches at the Embassies there would be interpreters and translators available.

Respectfully
For the Conference

Clyde Tolson

E. A. Tamm

AE:MP

THE DIRECTOR

January 11, 1945

The Executive Conference

~~JOHANN DEUTSCH~~, with aliases, FUGITIVE
(IIS 47, Identification Order #1859)
~~CARLO PENNAPANE, JR.~~, with aliases, FUGITIVE
(IIS 47, Identification Order #1860)
BANK ROBBERY

The Executive Conference on January 9, 1945, with Messrs. Tolson, Tamm, Tracy, Hendon, Coffey, Nichols, Clegg, Ladd and Rosen in attendance, approved the suggestion and form letter authorizing the circularization of all Selective Service Boards in the United States of badly wanted I.O. Fugitives. Authorization is specifically given for the circularization of Identification Orders on Johann Deutsch, with aliases, Fugitive, and Carlo Pennapane, Jr., with aliases, FUGITIVE, both of whom have been long sought by the Bureau and are badly wanted for bank robbery. It is felt that this should be used as a test case inasmuch as all immediate leads have been exhausted and that we may be able to get some immediate assistance which will lead to the apprehension of these individuals, who have been long sought.

Respectfully,
For the Conference

323,013
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HEREIN IS UNCLASSIFIED
DATE 2/20/92 BY SP5/bce

V.
Clyde Tolson
Chairman

E. A. Tamm

cc-Mr. Hendon
Mr. Clegg

OK
H.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED & INDEXED

EX-8 95

166-2554-340
JAN 17 1945

56 JAN 17 1945

HHC:HD

THE DIRECTOR

1/12/45

EXECUTIVES' CONFERENCE

The Executives' Conference considered the following suggestions of Miss Anna J. Parich, Chief Clerk in the San Francisco Office:

1. That the names of the victims in cases involving crimes on Indian and other Government Reservations and National Stolen Property Act cases be indexed. The Bureau supervisors of these cases state this is not necessary. It is now a rule that the name of the victim would be indexed in such cases if there is an unknown subject but there appeared to be no need for this particular type of indexing being required. The Conference disapproved.
2. The present Clerical Manual requires that in the lower left hand corner of an assignment card shall be listed the name of the city where the major portion of the investigation is to be conducted. This also appears on the duplicate assignment card placed in the roadwork box. Miss Parich believes there is no great value in the data being placed on the original assignment card but she believes it should be placed on the duplicate assignment card, which is given to the Special Agent when the case is assigned, and maintained in the roadwork box when the case is unassigned. The Conference believed there was merit in this suggestion and approved it unanimously.
3. The employee suggested that when an automobile is transferred from one field office to another, instead of sending the entire file, only pertinent papers, such as Bill of sale, inventory sheet, certificate of ownership, and the like, be forwarded to the field office.

The supervisor of such records at the Bureau has reported that the complete history of the car was of value to the field office to which it was transferred to aid in getting repairs, to determine when it is obsolete, and the conference unanimously disapproved this suggestion.

If the Director concurs, there is attached hereto a letter to Miss Parich advising her of the action taken and also a manual change will be made with respect to the duplicate assignment cards.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Those in attendance at the conference were Messrs. Glavin, Long, Hendon, Tamm, Ladd, Rosen and Clegg.

RECORDED & INDEXED
95

Respectfully,
FOR THE CONFERENCE

ALL INFORMATION CONTAINED
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DATE 2/20/92 BY SP-5/b

Clyde Tolson

E. A. Tamm

61 JAN 18 1945

CC., Mr. Hendon, Mr. Clegg

AR:MP

THE DIRECTOR

January 10, 1945

THE EX-CONFINEE CONFERENCE

SUGGESTION OF SPECIAL AGENT EDWARD L. DUBOIS, JR.
REGARDING LOCATING A SERVICEMAN THE USM HIS APO
ADDRESS

On January 9, 1945, the Executive Conference, with Messrs. Tolson, Tamm, Tracy, Hendon, Coffey, Nichols, Clegg, Ladd and Rosen in attendance, considered the suggestion of Special Agent Edward L. Dubois, Jr., of the New Orleans Office, in which he recommended that where a serviceman is not a subject of an investigation and a signed statement is not necessary, a letter be directed to the serviceman in care of his APO address advising him of the nature of the inquiry and asking him to answer specific questions by return mail. This is to be done where the serviceman is known to be in care of an APO Postmaster, which would indicate that he is out of the country.

Recommendation: Unfavorable

The Conference did not think it advisable to direct communications to members of the armed services when they are out of the country in matters of this kind. It was pointed out that if the serviceman was the subject of an investigation and it was necessary to talk to him arrangements could be made through Liaison to have G-2 get the necessary information for us, and also that it did not appear to be good public relations to write to a serviceman who is in the South Seas to ask him about a matter which apparently is not too important to him.

#323013
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DATE 2/22/92 BY [signature]

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. A. Tamm

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Egan _____
Hendon _____
Pennington _____
Quinn Tamm _____
Nease _____
Gandy _____

cc-Lr. Hendon
Lr. Clegg

RECORDED
&
INDEXED

66-2557-341

61 JAN 18 1945

HBL:EH

THE DIRECTOR

January 13, 1945

THE EXECUTIVE CONFERENCE

~~False Selective Service Registration File~~

The members of the Executive Conference consisting of Messrs. Rosen, Clegg, Hendon, Glavin, Ladd, Q. Tamm, and Long were advised that Special Agent Forrest F. Burgess of the Philadelphia Field Division had pointed out that one of the selective service boards had segregated a group of registration cards of registrants who had been determined by various local boards to have registered falsely for selective service, being under age at the time they registered. Special Agent Burgess pointed out the possibility that these same individuals would again falsely register and suggested that there be set up in the Laboratory a file containing the handwriting specimens of these individuals, having in mind that suspected false registrations could later be searched against this file and perhaps the identity of the registrant made known.

It was pointed out to the Conference that in such matters the amount of questioned writing would generally consist of only the signature on the registration, that it was very doubtful that an individual falsely registering several times at different boards would use the same name and consequently there would be practically no letters or combinations which would be comparable. In view of this it was the opinion of the technicians of the Document Section that it was very doubtful whether such a file would be of value; certainly not such that it would compensate for the cost and labor in setting up and operating such a file.

It was the unanimous opinion of the Conference that this suggestion not be approved and there is attached a letter to Special Agent Burgess.

#323813
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/24/92 BY SP5C/JSK e

Respectfully,
For the Conference

Glyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc: Mr. Clegg
Mr. Hendon

RECORDED

INDEXED

66-2554-3412

61 JAN 18 1945

WRG:val

THE DIRECTOR

January 8, 1945

THE EXECUTIVE CONFERENCE

On January 5, 1945, the Executive Conference consisting of Messrs. E. A. Tamm, Nichols, Clegg, Tracy, Ladd, Long, Rosen, and Glavin considered the new section under the ~~leave~~ regulations affecting ~~tardiness~~.

For the Director's information, Section 4.6 of the leave regulations, effective January 1, 1945, states that "under ordinary circumstances unavoidable or necessary absence from duty not in excess of thirty minutes, and tardiness, shall be excused for adequate reasons, or handled administratively by requiring additional work, or by a charge against overtime previously worked beyond regular hours." The Section goes on to state that in the event this privilege is abused such absences, and tardiness, will be handled administratively by a charge against annual leave or by disciplinary action.

For the Director's information, the present Bureau regulation covering tardiness is that if an employee reports to work tardy, regardless of the length of the tardiness, and if the tardiness is unexcused, a leave slip is submitted by the employee involved; and that in the event there are five such tardinesses which are unexcused during any calendar year, the employee is suspended for three days. In the event succeeding tardinesses are charged against the employee during the calendar year, action is taken by the Bureau to determine whether the employee should be retained in the service.

Under the new leave regulation, the Civil Service Commission has ruled against the charging of leave for tardinesses under thirty minutes. The Bureau's regulation, therefore, for all tardinesses for thirty minutes or more will be continued as of present.

The Conference discussed this matter, and it was pointed out that particularly in the large Divisions at the Seat of Government, such as the Identification Division, it would be most difficult to administer the performance of such overtime service. Mr. Tracy pointed out to the Conference that if the employees working from 8:00 A.M. to 6:30 P.M. were tardy, necessitating their working overtime, it would mean having special jobs performed by these employees; that it would not be possible to have the work performed by one or two employees alone in the Typing Section, one down in the Assembly Section files in the basement, and the others scattered throughout the Identification Division at that hour of the night when the char force is working; and that it would also be necessary to have the Supervisors perform overtime services

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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HEREIN IS UNCLASSIFIED

DATE 2/20/92 BY SPK/bce

61 JAN 18 1945

MEMORANDUM FOR THE DIRECTOR

- 2 -

to see that the appropriate work was performed by such employees.

Mr. Tracy, therefore, recommended that the Bureau adopt a policy that if the tardinesses are under thirty minutes and are unexcused, no leave slip be submitted; but upon five tardinesses, the Bureau follow its present procedure and suspend the employee for a period of three days.

The Conference felt the recommendation made by Mr. Tracy was sound from an administrative standpoint and recommends that that procedure be followed not only in the Identification Division, but in other Divisions at the Seat of Government and also in the Field Service.

Should the Director approve, the appropriate notification will go forward concerning this particular matter.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson

E. A. Tamm

CC - Mr. Clegg
Mr. Hendon

To : THE DIRECTOR
From : THE EXECUTIVE CONFERENCE
Subject :

DATE: January 13, 1945

On January 10, 1945, the Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Tracy, Hendon, Coffey, Nichols, Clegg, and Ladd, Rosen, and Glavin approved the preparation of two form letters to the U. S. Employees' Compensation Commission for the transmitting of regular Compensation Commission forms.

Copies of the proposed letters are attached hereto, and should the Director approve, a requisition will go forward to permit the printing of these letters.

Respectfully Submitted
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

#322013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/93 BY 3750/fcc

RECORDED & INDEXED
9 166-2554-3415

HHC:HD

THE DIRECTOR

EXECUTIVES' CONFERENCE

1/1/45
(EXEC. CONF. OF
12/28/44)

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/92 BY SP5C/bee

Police Liaison School

The Executives' Conference considered the suggestion of Mr. Carson made to Mr. Ladd that the Bureau train a corps of police liaison Agents so the Bureau will be able to place one Liaison Agent or a Police Instructor in each Latin American country where the Legal Attache might be successful in making appropriate arrangements. This recommendation has previously been approved by the Director.

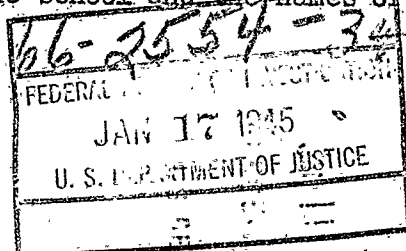
Mr. Carson recommends that the following Special Agents, who have already been notified to attend a regular SIS In-Service School, remain for an additional week to take the police liaison course of 60 hours to run from 9:00 AM to 9:00 PM beginning promptly after the SIS course:

A. George Hauer
Rolf Larson
William Shea
Walter Gates
George Munro
Charles Gass
Joseph E. Presley
Richard F. Allen
Warren L. Dean
Paul J. Burke
James P. McMahon

Mr. Carson pointed out that in conformity with the Director's approval, it was felt we should have additional Agents attend the school and the names of the following were submitted:

Joseph Santoiana
Newell F. Williams
Don Walther
Edwin L. Sweet
Manuel Sanchez

RECORDED
&
INDEXED
208
EX-0



Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

It was recommended that these 5 additional Agents attend the SIS In-Service School commencing January 15 and that they remain for the additional week to receive the police liaison training.

It was indicated by Mr. Carson that Mr. Glavin had voiced no objections to these selections.

The Executives' Conference was unanimously of the opinion that these additional names should be added to the list but that SA Joseph Santoiana should not be sent out of the country to handle this type of work. It was felt that the training would be good for him since Mr. Santoiana has been approved for assignment from time to

time for the following types of duties:

1. Aid in inspections of SIS establishments.
2. Act as escort for Spanish-American police officials visiting the U. S.
3. Conduct training courses in Spanish language.

Mr. Glavin expressed opposition to the entire school, feeling that it should be held at a later date and should not be held at this time in view of the large number of schools which would be convening at Washington from January 15 through April 28, 1945.

All others unanimously approved the above recommendations, including the recommendation Mr. Santoiana not be used on police liaison assignments to a specific Latin-American country. Messrs. E. A. Tamm, Glavin, Long, Ladd, Tracy and Clegg were in attendance.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC.. Mr. Hendon
Mr. Clegg

ST:ms

January 15, 1945

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/92 BY SP8C/60

THE DIRECTOR

The Executive Conference, Messrs. Glavin, Ladd, Hendon, Clegg, Rosen, and Quinn Tamm being present, considered a suggestion submitted by the Special Agent in Charge of the Denver Field Division, in which it is suggested that the criminal records as forwarded by the Identification Division carry a notation to the effect that notations of arrests and charges are not to be considered by persons viewing the criminal record as indicative that convictions on these charges followed unless an appropriate notation also appears on the record reflecting a conviction.

This suggestion grew out of the fact that a confidence man received a lengthy sentence and, according to the confidence man, this was due to the fact the judge in reviewing the arrests reflected in the criminal record assumed they were all convictions.

The Conference was advised that the Bureau's criminal record is so set up that the record shows the individual arrested, the charge, and the disposition, if any. The Conference was unanimously of the opinion that this is sufficient to indicate the disposition made of any particular arrest, and unanimously recommends against the adoption of the suggestion.

If you approve, there is attached hereto a letter to Special Agent in Charge Bremer thanking him for his suggestion.

Respectfully,
For the Conference

RECORDED
&
INDEXED

Glyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

100:rfj

ALL DIRECTOR

January 15, 1945

THE EXECUTIVE CONFERENCE

In January 10, 1945, the Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Tracy, Hendon, Clegg, Nichols, Ladd, Rosen, and Glavin considered an automobile accident involving Special Agent Howard A. King of the Indianapolis Division.

For the Director's information, King was proceeding from Hammond to Gary, Indiana at the rate of approximately 20 miles per hour; he had chains on the rear wheels because the road was slippery and icy; the car hit a hump of ice in the center of the road causing the car to skid; he tried to ease the skidding by turning the front wheels in the direction of the skid but could not do so and he skidded about 30 feet, turned completely around and was on the shoulder of the road and toward the ditch. The left side of the car caught in the snow on the side of the road and downward side of the ditch causing the car to turn completely over and right side up again. King was not injured. The cost to repair the car amounted to approximately \$225.50.

SAC King of the Indianapolis Division stated that in his opinion King was not responsible for the accident and that it was unavoidable.

The Executive Conference was of the unanimous opinion that King was not responsible for the accident and further that the Bureau defray the cost of repairs to the damaged car.

Should the Director approve, the appropriate instructions will be forwarded to the Indianapolis Division.

cc Mr. Hendon
Mr. Clegg.

Respectfully Submitted,
Clyde Tolson

Clyde Tolson

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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HEREIN IS UNCLASSIFIED

DATE 2/20/92 BY SP5CJ/6C

RECEIVED - 1/20/45

12/1/45 34-13, 195

100-3417

EST:alm

December 22, 1944

THE DIRECTOR

The Executive Conference, consisting of Messrs. E. A. Tamm, Clegg, Glavin, Ladd, Nichols, Coffey, Rosen, Hendon and Tracy, considered a suggestion submitted by J. P. Kobysk of the Single Fingerprint Section that all Field Divisions be instructed to place field file numbers on fingerprint cards submitted to the Identification Division for search in order that reference may be made to them in all correspondence forwarded from the Identification Division to the Field.

Mr. Kobysk stated that while in Chicago recently, he learned there were no regulations requiring Agents to place Field Division file numbers on fingerprint cards and that it is, therefore, difficult for the Field to properly route correspondence received from the Identification Division as there is sometimes carelessness in the Field with reference to indexing names on fingerprint cards sent to the Bureau for search.

The Conference was unanimously of the opinion that the suggestion should not be approved; that it is the responsibility of the Field to properly index names, and if the names are indexed, no difficulty would be encountered in routing correspondence from the Identification Division. The Conference further did not feel that a bulletin is necessary in view of the fact that existing instructions to the Field provide for complete indexing under such circumstances.

If you approve, there is attached a letter to Mr. Kobysk thanking him for his suggestion.

Respectfully,
For the Conference

C. L. Tolson

Attachment
Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

CC: Mr. Clegg
Mr. Hendon

EX-10
RECORDED
INDEXED

64-2554-3
JAN 13 1945

MEMO

TO: DIRECTOR

January 17, 1943

FROM: EXECUTIVE CONFERENCE

#323013

SUBJECT: LANDS DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/93 BY 581/2cc

The Executive Conference, on January 15, 1943, with Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Carson, Coffey, Nichols, Clegg, Ladd and Rosen in attendance, considered the desirability of taking further action with reference to audits which are conducted from time to time by the Lands Division. The question arises as a result of a statement of the Attorney General concerning Herman Mitchell's resignation and in referring to a case handled by the Lands Division it was stated that a firm was hired to audit the company's books in order to determine the construction costs.

The Conference recommends that no action be taken at this time inasmuch as in the past we have conducted accounting work for the Lands Division and that when the new Assistant Attorney General in charge of the Lands Division is named, proper liaison can be worked out with him so that we will be insured of getting this accounting work. In the past the desirable accounting work has been given to us. As an example the San Francisco office in the case captioned "U. S. versus 412-715 Acres, Contra Costa County, California, Santa Cruz Oil Corporation, Civil No. 2216-5, Fraud Against the Government," handled the investigation which has actually pertained more to investigative than accounting matters although it appears the Department may desire inquiries at a later date into certain cost records of the same Department to ascertain the total amount of money which the Government had spent to place the questioned property in useful condition.

The Conference unanimously approved the recommendation that nothing be done affirmatively at this time.

Respectfully,
For the Conference

Glavin Tolson
Chairman

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Carson
Mr. Clegg

EX-6

ENT:jf

January 19, 1945

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Glavin, Clegg, Ladd and Tracy, considered the latent fingerprint identification made in the case of ~~JAY WALKER SHELTON~~, SUSPECT, ~~GRACE SADDINGTON~~, VICTIM, NATIONAL MOTOR VEHICLE THEFT ACT, BANK ROBBERY, KIDNAPING, this being the recent case of attempted bank robbery and kidnaping in Arlington, Virginia.

The Conference was advised that two fingerprint impressions, latents, were developed on the \$10.00 Federal Reserve Note given the victim upon her release by the kidnapper. One of the latents was identified with that of the victim. The other was identified with the right index finger impression of the suspect, ~~JAY WALKER SHELTON~~. No dissimilarity was noted, however, there were only 8 points of similarity.

For several years the Bureau, in latent fingerprint identification, has considered 12 points to be the minimum to establish identity. This is a Bureau rule based apparently upon the fact that in one case the court recognized 12 points of similarity as being sufficient in that particular case to identify the suspect. Mr. Quinn Tamm recommended the Bureau consider 8 points sufficient in the instant case in view of the fact the fingerprint technicians making the examination are positive that the latent print is identical with that of the suspect. The Executive Conference unanimously concurred and if approved, the Investigation Division will be informed. That Division has already, of course, been advised of the identification and.

Respectfully,
For the Conference

G. A. Tolson

D. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Herndon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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DATE 2/20/82 BY SP5C/62

RECORDED & INDEXED

EX-6

17-1

100-2554-3423

HHC:amr

THE DIRECTOR

1/16/45

0 EXECUTIVES' CONFERENCE

#3 CARDS, WASHINGTON FIELD OFFICE

#323013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/28/92 BY SP5C/bce

The Executives' Conference considered the survey findings of Mr. Egan at the Washington Field Office in connection with the maintenance of #3 register cards.

These registration cards are designed primarily for the purpose of a Special Agent recording on them in the early morning the names and addresses of people whom he expects to interview during the day; also, the approximate time of his return to the office, and to furnish addresses and telephone numbers which would enable the office to get in touch with the Special Agent in the shortest possible time. In addition, the Agent is required to call the office when in the metropolitan area once each 2 hours throughout the day.

The first set of cards reviewed by Mr. Egan were those of a Special Agent of the Washington Field Office. From the cards it was noted that the Agent spent 83% of his time out of the office, 17% of his time in the office; that he made 63 telephone calls to the office and charged 115 calls on his expense account; that he had worked on 59 cases; that he had driven an automobile 310 miles, and that he had used a Bureau automobile. The survey was made of records for the month of November, 1944.

A review of the case files recorded on the #3 Register showed that 28 reports averaging 1 1/2 pages per report were submitted as well as 5 letters consisting of 5 pages. There was a discrepancy in the period for which made in the reports in all but 4 instances and the reports indicated but 89 interviews during the month, or less than 4 interviews on the days when the Agent worked.

Mr. Egan then interviewed the Agent. It was discovered that after he left the office, frequent assignments would be given to him by telephone which he could not anticipate; that he had, in fact, handled many more cases than he could show on the registration card when he left the office; that all of the travel which he used was justified; that many more interviews were, in fact, conducted than were believed necessary at the time the Agent left the office, and the oral explanation within the memory of the Agent showed clearly that he had applied himself; that the telephone calls were justified and made; and that there was no occasion for criticism of the Agent.

CONCLUSION OF MR. EGAN:

RECORDED

66-2554-3427

EX-8

INDEXED

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn
Mr. Nease
Miss Gandy

That there is no record in the Field Office at the present time, and none is required, which will enable the SAC or an Inspector to properly check upon the productive activity of an Agent. The plans of the Agent, even though carefully made and recorded on the #3 register, change so very often by the exigencies of the occasion and the special instructions issued to him from time to time by telephone, and this keeps the #3 register record from being a true reflection of the Agent's activities.

Daily reports are not required for Agents unless they are absent from the

headquarters city in excess of 24 hours. Mr. Egan felt that some method should be devised which will make it possible to check on the actual work and production of an Agent and account for his time.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference considered this matter, particularly Mr. Egan's suggestion that some method should be devised to enable the Bureau to make an actual check on the work and production of an Agent and the use of his time.

At the present daily reports are submitted only by those Agents who are absent from the headquarters city in excess of 24 hours. Daily reports are not required to show a full accounting of the Agent's time but only the names and addresses of persons interviewed, the file number and the beginning and ending time of the interview as well as the time spent on other investigative types of work. These reports are not required by Bureau rule to account for the full days' work of an Agent since amount of time spent in travel by automobile, train or local transportation facilities need not be shown. Occasionally an office will set up a temporary requirement that a full accounting be made for some special purpose. This is not prohibited but the Bureau does not require it. Agents who are in the headquarters city do not submit daily reports although Resident Agents do submit daily reports when absent from the city in which the field office is located.

Register form #3 requires that Agents who remain in the headquarters city and vicinity show on the cards before their departure from the office information as to the cases on which they are working by file number, the names and addresses of persons whom they expect to interview, the telephone number when known, the time the Agent departed from the office and the expected time of return. It is also required to show the actual time of return when the Agent gets back to the office. Very often, as was demonstrated during the survey made by Mr. Egan, an Agent's plans as shown on this register card are changed. A telephone call from the field office will cause him to go on some other matter or require him to meet other Agents elsewhere, or he may get a lead that will take him in pursuit of a fugitive for example into sections of the city which he had not expected to visit when he left the office. He is required to contact the office by telephone at least once each two hours when in the metropolitan area. In the event his plans are changed after he leaves the office either by necessity or instructions he is not required to amend register form #3 on his return since this register form is not intended primarily to record the activities of the day but rather is for the principal purpose of enabling the field office to get in contact with an Agent in the headquarters city within a reasonable period of time when necessary. Thus neither register form #3 used by Agents in the headquarters city or daily reports used by those absent from the headquarters city are required to make a full account of an Agent's time. The daily report made after the work is performed is accurate and more nearly accounts for actual time than does register form #3. At one time daily reports were required of all Agents each day and there were numerous protests or suggestions from Agents which led eventually to the adoption

of the register #3 form as a substitute for Agents in headquarters city.

Mr. E. A. Tamm felt that daily reports should be required of all Agents in all offices whether in the headquarters city or otherwise.

Messrs. Tracy, Rosen, Hendon, Ladd, Nichols and Clegg were of the opinion that these daily reports should not be required except as at present. Since the present requirements plus actual reports submitted, plus expense vouchers will enable a SAC and his supervisors to make a reasonably close check on the productivity of the various Agents, it was believed that any requirement that all Agents should account for all of their time would be undesirable from a personnel and morale standpoint.

Respectfully,
For the Conference

✓
Clyde Tolson

EAT
E. A. Tamm

OK.
H.
CC. Mr. Hendon
Mr. Clegg

WRG:val

THE DIRECTOR
THE EXECUTIVE CONFERENCE

January 17, 1945

#523013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/20/92 BY SP5/PC

On January 10, 1945, the Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Rosen, Coffey, Nichols, Hendon, Tracy and Glavin considered the desirability of paying certain claims for medical expenses incurred to Agents who had been on SIS assignments.

It was pointed out to the Conference that in the cases of the following Agents suffering from the following diseases and the medical expenses being as follows, the Employees' Compensation Commission officials have stated these are legitimate expenses:

| <u>Employee</u> | <u>Disease</u> | <u>Medical Expenses</u> |
|---------------------------------------|-------------------|-------------------------|
| William B. Caldwell, Special Agent | Amoebic dysentery | \$44.40 |
| Joseph S. Lawry Special Agent | Amoebic dysentery | 10.26 |
| Homer M. Rankin Special Agent | Yellow jaundice | 23.44 |
| John F. Simons Special Agent | Yellow jaundice | 61.25 |
| Arthur L. Melby Special Agent | Paratyphoid fever | 254.89 |
| Charles C. Langdon Special Agent | Yellow jaundice | 46.02 |
| Milton F. Allen Special Agent | Yellow jaundice | 84.76 |
| John T. Russo, Special Agent | Amoebic dysentery | 31.00 |

RECORDED

INDEXED

EX-6
The Conference, therefore, recommended that the appropriate repayment for these expenses be made to the Agents in question from the Confidential SIS Fund.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Hamford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

CC - Mr. Clegg
Mr. Hendon

LBH:HEM

THE DIRECTOR
EXECUTIVE CONFERENCE

January 15, 1945

The Executives Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Coffey, Tracy, Rosen, Hendon and Nichols, considered the matter of television and the possible adaptation of television to the Bureau's work.

Messrs. Rosen, Ladd, Clegg, Coffey, E. A. Tamm, Tracy and Nichols recommended that a Bureau official maintain liaison with the television company in New York with a view of seeing what could be done and how television could be adapted to the Bureau's work. Heretofore the New York Office has made inquiries for the Bureau's instruction on this matter. It was the majority view that any future contact should be carried on by the Bureau.

Messrs. Hendon and Tolson recommended against this on the basis that at the present time television is not developed, and no good could be served by making such contacts. *we feel we should not do it*

Respectfully,
For the Conference

Clyde Tolson

Edward A. Tamm

cc - Mr. Hendon
Mr. Clegg

#323013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/20/92 BY 8551/bce

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED

INDEXED

56 JAN 21 1945

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 2/22/92 BY SP5CJ/bcc

66-2554-3428

NOT USED

mwm

Q

HHC:HD

THE DIRECTOR

DEC. 14, 1944

EXECUTIVES' CONFERENCE

SPECIALIZED WAR COURSE

The Executives' Conference, Messrs. Tolson, Tracy, Glavin, Nichols, Ladd, Rosen, Coffey, Hendon and Clegg being present, considered a suggestion that the Specialized War Courses, which are held for 3 days for Bureau clerks who have been in the service for a period in excess of 6 months and which include a trip to Quantico, be discontinued until March 1, 1945. There are now an estimate of 500 clerks who are eligible to take this course but for the period January 1 to March 1, there will be no classrooms available large enough to accommodate 100 clerks at a time since the regular classrooms of sufficient size will be otherwise occupied. It was believed to be better to postpone the continuation of these courses than to take smaller groups. This recommendation was unanimously approved.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC..Mr. Hendon
Mr. Clegg

4-333013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/92 BY [signature]

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
&
INDEXED

EX-118

66-2554-342
JAN 22 1945
U.S. DEPT. OF JUSTICE
ON ORIGINAL - 8

58 JAN 22 1945

To : THE DIRECTOR
From : Executive Conference
Subject :

Date: January 19, 1945

The Executive Conference, with Messrs. Tolson, Glavin, Clegg, Tracy, Pennington, Nichols, Long and Ladd in attendance, was unanimously in favor of the submission of the attached Bureau Bulletin concerning ~~deserters and deserter-harboring investigations.~~

Respectfully,
For the Conference

Clyde Tolson


E. A. Tamm

CC-Mr. Hendon
Mr. Clegg

OK
H.
#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/20/92 BY *SP8/PLA*

RECORDED & INDEXED

9

JAN 20 1945
131
131

66-554-3450

LBN:HBM

THE DIRECTOR

January 19, 1945

EXECUTIVES CONFERENCE

The Executives Conference, consisting of Messrs. Tolson, Glavin, Tracy, E. A. Tamm, Coffey, Ladd and Nichols, on January 17, 1945, considered the matter of speaking engagements in the light of the Byrnes order on travel.

Mr. Nichols pointed out that the Byrnes order had created a committee, to be composed of representatives of the War and Navy Departments, the War Production Board and the War Relocation Authority, to receive and pass on applications for the holding of group meetings to be attended by more than fifty persons, to determine if the purpose of these meetings is sufficiently in the war interest to warrant the tax on transportation and services; that this committee will act not only on requests of the public but on requests of civilian government agencies. Further, all conventions to be attended by more than fifty persons and scheduled to be held after February 1, 1945, are to be cancelled unless necessary in the war effort. Justice Byrnes expressed the hope that group meetings of less than fifty be held to a minimum. He requested that all post-war trade shows be cancelled and appealed to hotel management to decline reservations for unapproved group meetings and trade shows, and his order, which was given to the press, stated that he was writing the heads of all government agencies to ask them to institute procedures to examine all travel of government employees with a view to reducing such travel to the minimum consistent with their responsibilities.

Mr. Nichols pointed out that inasmuch as our regional police conferences ordinarily do not involve travel as they are held at points near the residences of those attending, that it would appear there would be no question as to them being involved in the order. It was further pointed out that existing instructions on such engagements now are that Special Agents in Charge should make any public addresses outside of the headquarters city incident to existing official business.

The Conference was unanimous in recommending a letter be sent to all Agents in Charge, reiterating existing instructions and calling to the attention of the field the provisions set forth by the Byrnes order. It was recommended that the field be authorized, in the event invitations are received for an Agent in Charge to address a civic group outside of headquarters cities wherein the SAC would not ordinarily be there on official business, to utilize a qualified Agent, to be assumed with appropriate Bureau approval.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED

INDEXED

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/24/92 BY SPC/BJA

Memorandum to the Director

A letter to all Special Agents in Charge is attached.

*Letter attached
no action now
4/23/54*

Respectfully,
For the Conference

✓
Clyde Tolson

Edward A. Tamm

Attachment

cc - Mr. Clegg
Mr. Hendon

*I see no reason for
special instructions.
Press has given adequate
coverage.*

WRG:val

THE DIRECTOR

January 22, 1945

THE EXECUTIVE CONFERENCE

On January 17, 1945, the Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Tracy, Coffey, Clegg, Ladd, Rosen, and Glavin considered a recommendation made by the Identification Division that Index Cards, totaling 53,000, be purchased for the Card Index Section there.

Mr. Tracy explained to the Conference that index cards are being typed at a very rapid rate of speed, and that the guide cards are absolutely necessary to properly set up the card index files.

Therefore, the Conference recommends favorably as to the purchase of these materials.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg
Mr. Hendon

323073
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 2/24/92 BY SP5C/pha

RECORDED
&
INDEXED

66-2054-3432

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

53 JAN 24 1945

WRG:val

THE DIRECTOR

January 22, 1945

THE EXECUTIVE CONFERENCE

On January 15, 1945, the Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Pennington, Coffey, Nichols, Tracy, Clegg and Glavin considered a communication received from the New York Public Library dated January 11, 1945, requesting if possible that the Bureau present to the Library a set of the posters which the Bureau has issued to date.

For the Director's information, a set of the posters issued by the Bureau to date is attached hereto.

The Conference recommended approval of the request and that the set of posters as attached be forwarded to the Director of the New York Public Library in response to his request.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Attachment

CC - Mr. Clegg
Mr. Hendon

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/24/92 BY SP5/bee

RECORDED & INDEXED

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

66-2504-3453

TRG:val

THE DIRECTOR

January 22, 1945

THE EXECUTIVE CONFERENCE

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/24/93 BY SP5C/bce

On January 16, 1945, the Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Tracy, Clegg, Ladd, Rosen and Glavin recommended that in so far as the securing of railroad and air transportation tickets are concerned, a greater use should be made of facilities set up in the Chief Clerk's Office than has been made in the past.

For the Director's information, one of the Supervisors in the Chief Clerk's Office has maintained excellent contacts with all air and railroad representatives in Washington and has been able at all times, when sufficient notice is given, to secure transportation accommodations for Bureau personnel leaving Washington.

It is the recommendation of the Conference that in order to further benefit by these contacts, all reservations made for employees of the Bureau leaving Washington should be made through the Chief Clerk's Office and arrangements should be made for a clerical employee in the Chief Clerk's Office to pick up the necessary tickets for delivery to Bureau personnel to save working time for such employees, it being pointed out that if an Agent Supervisor finds it necessary to leave work during the day to go to one of the city ticket offices that close at 5:30 P.M. in order to secure reservations which have been made for him, the Bureau is not realizing to the fullest extent its transportation arrangement benefits.

For the Director's information, it was pointed out that this procedure has been followed in so far as officials of the Bureau are concerned and in so far as Agents in in-service are concerned who cannot leave their class rooms during the day to secure such reservations.

Subject to the Director's approval, the Conference recommendation will be followed by the Administrative Division.

Respectfully submitted,
FOR THE CONFERENCE

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Clegg
Mr. Hendon

Clyde Tolson

E. A. Tamm

URG:val

THE DIRECTOR

THE EXECUTIVE CONFERENCE

January 22, 1945

#323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/24/92 BY SP5CJ/650

On January 17, 1945, the Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Tracy, Coffey, Clegg, Ladd, Rosen, and Glavin considered the responsibility for damages to a Bureau-owned automobile as a result of an accident involving Special Agent B. Paul Kotowicz of the Pittsburgh Division.

For the Director's information, on December 16, 1944, at approximately 6:45 P.M., the aforementioned Agent, while driving a Bureau automobile at Export, Pennsylvania, was involved in a collision with an automobile owned and operated by C. J. Klingensmith.

The Agent stated that he was proceeding at approximately 25 miles per hour; and as an unknown car approached from the opposite direction, he was blinded by the bright lights. Directly after this car passed, the Agent noticed Klingensmith's car parked in the right lane of the highway. At this time the two cars, Klingensmith's and the Agent's, were separated by approximately thirty feet. Upon seeing the car, the Agent applied the brakes and the Bureau car skidded into the rear of Klingensmith's car. At the time of the accident the pavement was a sheet of slippery, icy and compacted snow. The Bureau car had chains on. The third party's car did not have a tail light or any other form of light displayed on the rear of the car. Klingensmith, who owned the car and was hit by the Agent, advised that his car was broken down, the battery dead and he did not consider himself responsible for the damages sustained. Special Agent E. Jackson Swan, who accompanied Agent Kotowicz in the Bureau car, corroborated Agent Kotowicz's statement.

SAC O'Connor of the Pittsburgh Division recommended that this Agent not be held responsible for the accident. The Executive Conference, with the exception of Mr. E. A. Tamm, feels that this Agent was not responsible for the accident in question since it was dark, he had taken precautions to have chains on the car, and the other car into which he ran was on the highway in a broken down condition with no lights which would have given Agent Kotowicz notice of the fact that such a car was there.

Should the Director approve the majority's recommendation in this instance, the Pittsburgh Division will be appropriately notified.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Clegg
Mr. Hendon

Respectfully submitted,
FOR THE CONFERENCE

INDEXED
EX-0

Clyde Tolson E. A. Tamm

December 30, 1944

BOH:EW

THE DIRECTOR

The Executive Conference consisting of Messrs. Tamm, Glavin, Clegg, Tracy, Ladd, Long and Hendon considered the Charles E. Ross Fund and unanimously makes the following recommendations as to its establishment and administration:

1. That the fund be handled in a like manner as the present Agents' Insurance Fund.

2. That an account be opened in the City Bank under the title of "J. Edgar Hoover, Trustee - Charles E. Ross Fund" and that for disbursements from the fund the same signatures be required as for disbursements from the Agents' Insurance Fund, that is the Director and the Chief Clerk or the Director and the Assistant Director in charge of administration.

3. That the records of the fund be maintained as are the Agents' Insurance Fund records in the Chief Clerk's Office.

4. That the records be subject to monthly audit as are the Agents' Insurance Fund records by a Bureau representative not assigned to the Administrative Division. These audits are presently made under the jurisdiction of Mr. Egan who keeps very closely advised concerning the condition of the fund.

5. That up to \$10,500 of the original \$25,000 of the fund be invested in War Bonds. This would presently permit the purchase of a \$20,000 War Bond.

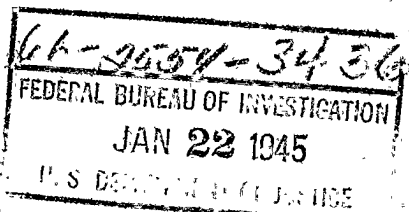
6. That each Agent presently be requested to designate specifically his beneficiary under this particular fund. At the Agent's discretion this of course may be the same or another beneficiary than that shown under the Agents' Insurance Fund. In this regard, a request for an additional \$10 payment to the Agents' Insurance Fund is to be made immediately after January 1. The Conference recommends that an extra space be included on the beneficiary form in connection with that allotment to show the beneficiary under the Ross Fund.

Mr. Tolson _____
Mr. Egan _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

#323,113

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 3/24/92 BY SP5CJ/KCS



ORIGINAL FILE IN 62-77254-4

7. That in the future the beneficiary form under the Agents' Insurance Fund include a separate place for the designation of a beneficiary under the Ross Fund.

8. That the attached letter to all Agents go forward advising them of the establishment of this fund.

Respectfully,
For the Conference

Clyde Tolson

H. A. Tamm

CC - Mr. Clegg
Mr. Hendon

URG:val

THE DIRECTOR

January 19, 1945

THE EXECUTIVE CONFERENCE

On January 17, 1945, the Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Tracy, Coffey, Clegg, Ladd, Rosen and Glavin considered the recommendation of Blanche V. Hobbs, clerical employee of the Administrative Division, that a form showing the necessary information concerning the transportation of household goods and personal effects be approved.

It was pointed out to the Conference that at the present time the Divisional Offices have to communicate by regular communication with the Bureau concerning this particular matter since it is necessary that this information be furnished to the Bureau in connection with the transportation costs. The Conference recommended approval of the form which is attached hereto.

Should the Director approve, the appropriate steps will be taken to print and distribute the form to the Field. There is also attached hereto a communication of thanks to Miss. Hobbs for her suggestion.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Attachments

CC - Mr. Clegg
Mr. Hendon

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

233073
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/24/80 BY SP-1/600

1 JAN 27 1945

66-2554-310

INDEXED

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4

WRG:val

THE DIRECTOR

THE EXECUTIVE CONFERENCE

January 17, 1945

#323013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/24/93 BY SP-50/60

On January 10, 1945, the Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Rosen, Coffey, Nichols, Hendon, Tracy and Glavin considered the reassignment of space at the Seat of Government, both in the Department of Justice Building proper and in the Armory.

It was pointed out to the Conference that additional space necessarily must be secured for the Training Division to handle the number of training schools during the next several months; and, further, it was pointed out that Mr. Tracy needed additional space in the Armory to take care of the expansion of the files there.

The Conference was advised that Messrs. Egan and Glavin had made a survey of the space and found that if the Identification Division could get the first floor of the Training Building in the Armory, with the exception of the one room where the traffic diorama was held, it was felt that sufficient space would be available for the Identification Division to take care of their immediate and near future needs. It was first felt desirable to also move the traffic diorama; however, it will not be possible to move the traffic diorama into any other room but the first floor room in the Training Building due to the fact that the stairways are inadequate and the one elevator available will not suffice to merit the moving of the diorama. Mr. Tracy feels that with the space which would be available, the Identification Division could get by for the present.

In order to give additional room to the Training Division for school room space in the Department of Justice Building proper, arrangements have been made with Mr. Rosen of the Investigative Division to release Room 1266 on the first floor, 10th and Pa Avenue, for a school room - this would be 816 square feet of space. The Administrative Division will release Rooms 3257-59-61-63, a total of 1086 square feet of space for a school room. The Administrative Division will relinquish Rooms 4524 and 4725, a total of 760 square feet of space which will be utilized as a school room; and the Security Division will release Rooms 4257-59-61-63, a total of 1137 square feet for school room purposes. 66-4554-42

RECORDED & INDEXED

This will then permit the Training Division to have seven school rooms in the Department of Justice Building, three school rooms at Quantico and one school room plus the traffic diorama room in the Armory, a total of 11, which Mr. Clegg feels is sufficient to take care of their needs.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Ladd
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Mumford
Mr. Glavin
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

The Conference unanimously approved the recommendations made, and should the Director approve, the appropriate steps will be immediately taken to make the necessary space available to the Training Division.

Respectfully submitted,
FOR THE CONFERENCE

Clude Tolson

E. A. Tamm

EJT:mlm

January 25, 1945

THE DIRECTOR

8
The Executive Conference, consisting of Messrs. E. A. Tamm, Tolson, Clegg, Glavin, McGuire, Ladd and Tracy, considered the matter of the shorthand brush-up course given each Wednesday, Thursday and Friday after 4:30 PM in the Identification Division. The Conference was advised that only one or two persons have indicated sufficient interest to attend and, therefore, Personnel Counsellor Frances LeMedico recommended the classes be discontinued. The Conference unanimously agreed with the suggestion.

Respectfully,
For the Conference

G. A. Tolson

CC: Mr. Clegg
Mr. Hendon

E. A. Tamm

4323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/24/92 BY SP5C/HCC

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

52 JAN 31 1945

RECORDED
INDEXED
138

66-254-500

EJT:mlm

January 24, 1945

THE DIRECTOR

0
The Executive Conference, consisting of Messrs. Tolson, L. L. Tamm, Ladd, Clegg, Glavin, Long and Tracy, considered a suggestion submitted by Special Agent Patrick A. Dunley to prepare a modus operandi file on specialized training received by members of the armed forces, such as the American Rangers.

The Conference was unanimously of the opinion that such a file should not be started inasmuch as it would serve no particular purpose, and for the further reason that it is not believed such courses given the American Rangers will cause any increase in kidnapping, bank robbery, high-jacking and other similar crimes as suggested by Agent Dunley.

If you approve, there is attached hereto a letter thanking Agent Dunley for his suggestion.

Respectfully,
For the Conference

C. A. Tolson

E. L. Tamm

Attachment

CC: Mr. Clegg
Mr. Hendon

#323013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/24/93 BY 8501/ace

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

59 JAN 31 1945

66-2554-34

HHG:HD

THE DIRECTOR

1/26/45

EXECUTIVES' CONFERENCE

GRADUATION EXERCISES - 28th Session NPA

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Tamm, McGuire, Rosen, Ladd, Long and Clegg being present, recommended that 2 speakers be invited to address the Graduation Exercises of the FBI National Academy on April 14, 1945. It was recommended that one speaker be selected from each of the following groups and that they be considered in the order in which they are named. In other words, the first two invitations would go to Senator J. William Fulbright and Henry J. Kaiser.

I - Government Group

1. Senator J. William Fulbright of Arkansas
2. Senator Arthur H. Vandenberg of Michigan
3. Secretary of the Navy James V. Forrestal
4. Admiral William D. Leahy, Chief of Staff to the Commander in Chief
5. Congressman Clarence Cannon, Chairman of the Appropriations Committee

II - Non-Government Group

1. Henry J. Kaiser, President, Henry J. Kaiser Company
2. Alfred Pritchard Sloan, Jr., President and Chairman of the Board, General Motors Corporation
3. Archbishop Francis Joseph Spellman
4. Monsignor Fulton John Sheen, Catholic University of America
5. Dr. Daniel Alfred Poling, President, International Society of Christian Endeavor
6. Dr. Peter Marshall, New York Avenue Presbyterian Church

The names of Herbert Hoover and Brigadier General O'Dyer were presented but were not unanimously approved because of possible political consideration, General O'Dyer being a prospective future candidate for Mayor.

#323013
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HEREIN IS UNCLASSIFIED
DATE 2/24/92 BY SP5CJ/PLC

Respectfully,
FOR THE CONFERENCE

RECORDED

CLYDE TOLSON JAN 31 1945

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Hendon

Mr. Clegg

100-107

THE DIRECTOR

1/22/45

EXECUTIVE CONFERENCE

~~SECRET~~

The Executive Conference, consisting of Messrs. T. A. Tamm, Nichols, Ladd, Leo, Ladd, Rosen and Clegg, considered the suggestion of Mr. C. A. Jensen to Mr. Nichols that on a voluntary basis representatives be provided training in preparing and making a speech after hours at the Court of Government.

This was recommended favorably by unanimous vote.

Respectfully,
For the Conference

Glyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/24/92 BY spc/bcc

INDEXED

66-2554-
JAN 21 1945

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

124
JBL:III

THE DIRECTOR

January 26, 1945

THE EXECUTIVE CONFERENCE

It was proposed to the Executive Conference consisting of Messrs. Tolson, F. A. Tamm, Glavin, Tracy, Ladd, and Long that there be maintained at each of the Bureau's radio stations a log in which there would be entered all matters of a technical nature pertaining to the operation of the station.

This log would reflect the time of oil change and grease jobs performed on emergency power equipment, tube replacements in transmitters, and repairs, alterations, and wiring inspection of antennas and histories of blown fuses, etc.

In the past this information had been included in the daily operating log of the station and in order for a radio engineer inspecting the station to secure the technical information it was necessary for him to glean these entries of a technical nature out of the daily log.

It was proposed that this technical log be of an informal nature, no printed form being used but issuing specific instructions as to how it should be set up and maintained. These logs will be retained indefinitely.

All members of the Conference present were unanimously in favor of this.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/24/82 BY JSC/BEC

16-28554-2412
JAN 31 1945

January 26, 1945

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Clegg, Glavin, Ladd, Rosen, McGuire, Long and Tracy, considered a suggestion by Mr. Quinn Tamm that the policy of the Identification Division destroying extra copies of original records prepared for statistical and other purposes and other paper items which have been prepared in connection with searches of the Identification Division Files not be considered confidential material to be torn up prior to being placed with the waste paper.

The Conference was advised that it takes the full time of several employees just to tear this material in accordance with prior Bureau instructions and it is felt, as a security measure, this is no longer necessary or justified in view of the expense involved.

The Conference unanimously concurred in the recommendation that all waste paper from the Identification Division be disposed of as non-confidential material. This waste it will be gathered up and hauled away as any ordinary waste paper is.

Respectfully,
For the Conference

C. A. Tiller

RECEIVED

18

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Coffey _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Mohr _____

Mr. Carson _____

Mr. Hendon _____

Mr. Mumford _____

Mr. Jones _____

Mr. Minn Tamm _____

Mr. Nease _____

Mr. Gandy _____

Clegg

Hendon

HMC:ER

THE DIRECTOR

1/29/45

EXECUTIVE CONFERENCE

J. H. MCCLLELLAND
ATTORNEY GENERAL'S OFFICE
STATE OF CALIFORNIA
28TH SESSION, FBI NATIONAL ACADEMY

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/24/82 BY JSC/bca

The attached letter from the above individual who was designated to attend the Academy by the Attorney General in California makes two requests:

(1) Attorney General Kenny is in Washington and has asked McClelland to accompany him to Chicago to attend a meeting of police officials on "minority groups." This would require McClelland to be absent from the class on Friday and Saturday, Saturday being a half day with classes from 9 to 1.

(2) He stated that he expected to be in charge of a criminal bureau which includes a fingerprint division in California and he requested permission not to go to Quantico for firearms training but to take fingerprint identification work during the week the rest of the class is at Quantico.

The Executive Conference, consisting of Messrs. E. A. Tamm, Nichols, Ladd, Lee, Long, Rosen and Clegg, unanimously recommended that McClelland be permitted to be absent on Friday and Saturday with the understanding he take a special examination to make up this work and, second, that he not be permitted to omit firearms training but that he be told that this is a required portion of the course necessary for him to take if he graduates and that the Bureau permits only in its course those who plan to graduate and, further, there would be no opportunity for him to study fingerprints while the rest of the class is in Quantico. If this is approved, the information suggested will be conveyed to Mr. McClelland orally.

Respectfully
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc: Mr. Hendon
Mr. Clegg

EX-10

JAN 31 1945

100-210

THE CONFERENCE

January 20, 1945

The Executive Conference, composed of Messrs. Tolson, Tamm, Glavin, Egan, Clegg, Ladd and Long, considered the attached proposed ~~X~~ annual of identification radio stations, which is for reference only to those Bureau employees actually engaged on radio conference within the United States. The conference was unanimously in favor of the preparation of this annual.

Respectfully,
For the Conference

✓
Clyde Tolson

W. A. Ramm

Enclosure

cc - Mr. Tamm
Mr. Clegg

OK
N.

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ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/24/87 BY 380/600

280

66-2554-3446
JAN 21 1945

EX-10

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

13/0

Handwritten signature/initials

HHC:HD

THE DIRECTOR

1/24/45

EXECUTIVES' CONFERENCE

~~CONSOLIDATION OF FILES AND INDEX CARDS~~

The Executives' Conference, Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Long, Ladd and Clegg being present, considered several inquiries and suggestions which had been received from Bureau Field Offices concerning the consolidation of files and index cards, which is a project that is being undertaken in all Field Offices.

One of the principal questions raised has to do with the placing of several names on one index card. The Bureau's instructions were that all files relating to the same individual should be listed on one index card. Then the mere fact of the listing of the file on the card would indicate that the same person was involved as in the other files listed on the same card. Several field offices have pointed out, however, that this presents some difficulty in that the clerk doing the indexing is not always qualified to pass on the question as to whether the same individual is involved and an Agent must review the file and make the identification and thus there would be a delay in indexing and serializing incoming mail which would be a bad practice.

The Executives' Conference pointed out that in the Bureau's file room, as well as in the Identification Division, an index card is prepared, the file and serial numbers are listed, and, in the event it is subsequently discovered that this index card should be consolidated with another, the consolidation is then made and this has been found to be the simplest, easiest, and most convenient way of handling this situation and it was unanimously believed that this should be the practice in the field, and that the Bureau requirement that all files relating to the same individual be indexed on the same card should continue in effect.

If this is approved, there is attached hereto a letter to the various field offices which have specifically made inquiries or suggestions with reference to this matter and also, in view of the frequency with which such inquiries have been made, there is an added communication to be included in the next Bureau Bulletin outlining the details of handling this procedure.

Respectfully,
FOR THE CONFERENCE

OK.
H.
#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/24/92 BY SP5CJ/bce

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Hendon
Mr. Clegg

EX-18
RECORDED
Clyde Tolson
E. A. Tamm

66-2554-3

HHC:HD

THE DIRECTOR

1/24/45

EXECUTIVES' CONFERENCE

~~CONSOLIDATED~~ SAC LETTERS

The question has been raised by 2 or 3 SACs as to the handling of the new consolidated SAC Letter since several subject matters appear in the same letter. This is identical with the manner in which Bureau Bulletins are prepared and the system that is employed in most offices is to have a clerical employee cut out that portion of the bulletin dealing with a particular subject and place it in the file to which it relates. 10 copies of each Bureau Bulletin are furnished to Field Offices since copies are furnished to Resident Agencies.

The Executives' Conference recommends that 5 copies of SAC letters be sent to each field office, which should be adequate for all purposes. If this is approved, there will be included in the next SAC letter a statement to this effect.

Those in attendance at the conference were Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Long, Ladd and Clegg.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC. Mr. Hendon
Mr. Clegg

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/24/82 BY SP8/lee

EX-11

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

171
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66-2554-344
FEB 1 1945

100-100

THE DIRECTOR

THE FEDERAL BUREAU OF INVESTIGATION

January 27, 1945

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/24/92 BY SP-6/BCA

There was proposed to the Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Glavin, Tracy, McGuire, Clegg, Ladd, Rosen, and Long, a maintenance inspection plan for the Bureau's radio-telegraph network which the Bureau has in operation in the United States, Alaska, Honolulu, San Juan, and the Central and South American countries.

It was pointed out to the Conference that in order to insure the continued efficient operation of these various transmitting stations it is absolutely necessary that they receive a thorough periodic maintenance inspection. This plan is in accordance with well-established commercial procedure, having in mind the preventing of sudden failure of the stations due to the lack of needed maintenance resulting in a disruption of this radio network and necessitating a radio engineer proceeding there on emergency basis to correct the situation.

It was also pointed out to the Conference that most of the radio installations in South America have not had this maintenance inspection since their original installation and that there are several in the continental network which have not received this. Until now this has not been considered a serious situation in view of the fact that all of the equipment installed was new equipment installed by our own engineers, but that at this time or in the near future trouble can be anticipated unless the equipment is given careful inspections, minor repairs, adjustments, etc., by a competent radio engineer.

In view of this a plan of inspection was proposed which would be made by the Bureau's radio engineers on a continuous rotating basis which would result in each of these stations receiving a maintenance inspection on an average of every three months, this depending, of course, on the technical ability of the operators permanently assigned to the transmitting station who in some cases have sufficient ability to make minor adjustments, etc., whereas in other cases they have a very limited technical ability, as for example our girl radio operators. During these maintenance inspections the radio engineer will test the technical ability of the operators, review with them safety regulations, and discuss their operating problems.

If the above plan is approved it is proposed to immediately send from Washington a Bureau radio engineer for the purpose of inspecting the following transmitting stations in consecutive order: Rio de Janeiro, Asuncion, Montevideo, Lima, Santiago, and La Paz. Such inspections will subsequently be made at the other stations in Central and South America, the United States, Anchorage, Honolulu, and San Juan. The members of the Conference present were unanimous in their approval of this proposed plan.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
for the Conference

QHL

cc-Mr. Clegg
Mr. Hendon

Clyde Tolson

E. A. Tamm

LBL:EH

THE DIRECTOR

January 27, 1945

THE EXECUTIVE CONFERENCE

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Tracy, Clegg, Long, and McGuire, considered the suggestion of Special Agent J. D. Sullivan of the San Francisco Field Division that the Bureau obtain and furnish to each Field Division for the use of all Agents in transmitting evidence to the Laboratory a specially constructed lock box or container, having in mind the maintaining beyond all doubt the proper continuous chain of evidence. Agent Sullivan had in mind that the evidence secured by various Agents would be placed in this container after being marked for identification which would be sealed with a numbered lock and shipped to the Laboratory, making note of the number of the lock and the tumbler register.

It was the opinion of the members of the Conference that the main problem in connection with introducing material into evidence is the question of proper identification of the evidence and that if an Agent properly marks for identification the material secured as possible evidence and makes sufficient notes, the question of continuity of possession for the purpose of indicating that it has not changed between the time it was obtained and the time it was offered as evidence in court is a problem not requiring such an elaborate system of transmittal as proposed by Special Agent Sullivan.

Therefore, the Conference unanimously recommended against adopting Special Agent Sullivan's suggestion and there is attached a letter expressing appreciation for his having offered this suggestion.

Attachment

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/24/92 BY SP-6/BJC

RECORDED & INDEXED

66-2554-

HHC:HD

THE DIRECTOR

1/29/45

EXECUTIVES' CONFERENCE

POLICE INSTRUCTORS TRAINING

323013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/24/83 BY SP5C/bce

The Executives' Conference, Messrs. E. A. Tamm, Nichols, Ladd, Lee, Long, Rosen, and Clegg being present, recommended favorably the suggestion that 18 members of the present Major Case Squad be held over in Washington for Police Instructors Training upon completion of the Major Case School which ends February 7, 1945.

It was pointed out that methods used in training this squad were those which form the basis of instruction and training in regular police instructors' schools and when subsequently additional police instructors' schools are held they would ordinarily run for a total of 3 weeks each, but with the experience acquired in demonstrations given and their observation of the training methods employed during the Major Case school, they could be equipped and qualified as Police Instructors within the remaining period of February 8 - 17, instead of 3 weeks.

It was pointed out that already additional police instructors are needed. The demand is increasing and the selecting of additional men after each of the 4 Major Case Schools may avoid the necessity of calling in a special group for the Police Instructors' School for the 3-weeks' period.

The Executives' Conference unanimously approved this suggestion, applying to this school as well as those selected in the 3 remaining Major Case Schools. It was pointed out particularly that in the event the squad was on a major case and some of the members of the squad had been assigned to a police school, the police schools would, of course, be cancelled or substitutions of instructors made with no interference to the Major Case operations.

Based upon performances in the class, the following names are submitted from the Major Case School with 3 additional Agents added from the Washington Field Office.

Beale, James V.
Buckley, Deward W.
Fisher, W. Willis
Franz, Albert
King, George D.
Holroyd, Edwin M.
Hughes, Lawrence E.
Little, Howard W.
McGoldrick, James G.

Arms, Lloyd W.
Parsons, Robert A.
Prior, Leon O.
Ransom, J. Wallace
Rawlings, Ralph E.
Rumans, Leon H.
Singleton, Melvin E. (A)
Stanton, Frank D.
Vlk, George G.

Beall, Charles M.
Mobley, C. Dallas
O'Connor, Daniel

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
INDEXED
EX-10
JAN 31 1945
Respectfully,
FOR THE CONFERENCE

Clyde Tolson
E. A. Tamm

6C-Mr. Hendon, Mr. Clegg

AR:MP

THE DIRECTOR

January 30, 1945

The Executive Conference

HANDL OF SELECTIVE SERVICE REGULATIONS

The Executive Conference, on January 30, 1945, with Messrs. L. A. Tamm, Lee for Glavin, Long for Coffey, Clegg, Nichols, Ladd and Rosen in attendance, unanimously approved the attached letter to All Special Agents in Charge transmitting Packet No. 53, issued by the Director of Selective Service, for insertion in the Manual of selective Service Regulations.

Respectfully,
For the Conference

Clyde Tolson
Chairman

L. A. Tamm

| |
|----------------------|
| Mr. Tolson |
| Mr. E. A. Tamm |
| Mr. Clegg |
| Mr. Coffey |
| Mr. Glavin |
| Mr. Ladd |
| Mr. Nichols |
| Mr. Rosen |
| Mr. Tracy |
| Mr. Mohr |
| Mr. Carson |
| Mr. Hendon |
| Mr. Mumford |
| Mr. Jones |
| Mr. Quinn Tamm |
| Mr. Nease |
| Miss Gandy |

#323013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/24/92 BY SP5CJ/Kee

Attachment

13/04

66-2564-3442

EX-10

DECL:CSH

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-04-2011

THE DIRECTOR

~~CONFIDENTIAL~~

Executives Conference

January 31, 1945

~~(S)~~ [X] CODE COMMUNICATIONS BETWEEN FOREIGN POSTS

At a meeting of the Executives Conference on January 29, 1945, attended by Messrs. Tamm, Clegg, Rosen, Nichols, Long, Lee and Ladd, consideration was given to a suggestion submitted by Special Agent Dennis A. Flinn to the effect that each foreign post at which we have employees [be provided with a code for] communicating directly with the various other foreign posts. Flinn pointed out that it might be necessary and desirable on some occasions to have direct communication [by code between Lisbon, Portugal and Brazil.]

It was pointed out to the Conference that the Bureau's attaches in Europe have means of communicating between the offices there, and that the legal attaches in South America have means of communicating between themselves in South America, but that the attaches in Europe have [not been given any code] for communicating directly with the legal attaches in South America. Such communications presently clear through the Bureau and are, if necessary, then relayed to South America. It was pointed out further that it is not believed desirable to change this procedure at the present time, inasmuch as the agents in Europe are operating in a liaison capacity and in view of the delicate manner in which they obtain most of their information [it is believed more desirable to have any communications from Europe to South America clear through the Bureau.]

The Conference unanimously agreed that no change should be made at this time.

Respectfully,
For the Conference,

Clyde A. Tolson

Edward A. Tamm

#323013
Classified by 956/60
Declassify on: OADR

cc Mr. Clegg
cc Mr. Hendon

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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EXCEPT WHERE SHOWN OTHERWISE.

EX-100

~~CONFIDENTIAL~~

70 FEB 1 1945

REL:CSH

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-04-2011

THE DIRECTOR

Executives Conference

January 31, 1945

~~SUGGESTION THAT BUREAU USE LETTER
CODE RATHER THAN NUMERICAL CODE~~

~~CONFIDENTIAL~~

At a meeting of the Executives Conference on January 29, 1945, attended by Messrs. Tamm, Clegg, Rosen, Nichols, Long, Lee and Ladd, consideration was given to a suggestion by Special Agent Dennis A. Flinn to the effect that the Bureau change its entire system of cipher codes and adopt, in lieu thereof, [a letter code.]

Mr. Flinn, in submitting this suggestion, stated it was his opinion that the Bureau was about the only government agency operating in American missions that used a numerical code, and he was of the opinion that anyone seeing a numerical code between American missions would immediately know that it was an FBI code.

The Conference was advised that the experts in the Bureau's Technical Laboratory were of the opinion that a change should not be made, in view of the fact that [the numerical code, through the use of cipher pads, is the safest possible type of code. Further, the Conference was advised that about 50% of all commercial lines of communication utilize numerical codes, and, in addition, the Army and Navy are using numerical codes.]

In view of the reasons set out above, the conference was unanimously opposed to any change at this time.

Respectfully,
For the Conference,

Clyde A. Tolson
Howard A. Tamm

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

cc Mr. Clegg
cc Mr. Hendon

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Classified by 252/1/200
Declassify on: OADR

RECORDED & INDEXED

~~CONFIDENTIAL~~

70 FEB 1 1945

11-1058

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 01-04-2011

THE DIRECTOR

Executives Conference

January 31, 1945

~~USE OF PREFIX "LEGAT" ON CODE MESSAGES TO
LEGAL ATTACHES~~

~~CONFIDENTIAL~~

At a meeting of the Executives Conference on January 29, 1945, attended by Messrs. Tamm, Clegg, Rosen, Nichols, Ladd, Lee and Leach, consideration was given to a suggestion by Special Agent Dennis A. Flynn to the effect that the radiograms to and from our legal attaches should no longer use the prefix "Legat" or "Legel".

The Conference was advised that in sending a message from the Bureau to a legal attache, the entire content of the message is encoded in the Bureau's code and then given to the State Department for transmittal; that without some type of prefix the code clerk in the embassy at the receiving end would not be able to decode the message and would, therefore, not know to whom it should be directed. For this reason there was adopted the method of including, prior to the text of the message from the Bureau, the code word LEGAT, which word is encoded by the State Department in its own code. This is the only word of the message which can be decoded by the embassy clerk and as soon as it is decoded he knows the message is for the legal attache. Similarly, when a legal attache wires to the Bureau, through the State Department facilities, the only word in the wire which is not in the Bureau's code is the word TAGLL, which prefix is encoded in the State Department code. Upon arrival of a code wire in the code room of the State Department at Washington, the code clerk endeavors to decode the message and the only word which can be decoded in the State Department code is the prefix TAGLL. The code clerk then instantly knows that the message is for the FBI and refers it to the Bureau.

The Conference was unanimously of the opinion that this use of prefixes should be continued as at present, and felt that it did not in any way weaken the security of the Bureau's communications.

Respectfully,
For the Conference,

Clyde A. Tolson

Edward A. Tamm

~~ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE~~

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg cc Mr. Clegg
Mr. Coffey _____
Mr. Glavin cc Mr. Hendon
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

#323013

2/24/2011
Classified by SP-1 198
Declassify on: OADR

~~CONFIDENTIAL~~

70 FEB 1 1945

MAIL:111

THE DIRECTOR

January 27, 1945

THE EXECUTIVE CONFERENCE

RE: CAMOUFLAGED CAMERA CONCEALED
IN AUTOMOBILE SPOTLIGHT

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Glavin, Tracy, McGuire, Egan, Ladd, Long, and Rosen, were advised that Special Agent George C. Parker assigned to the Albany Field Division has invented a camera camouflaged in the spotlight of an automobile, and that he is anxious for the Bureau to have an opportunity to consider its possibilities for general application throughout the field. Through SAC Morgan, Parker furnished a complete statement and drawings relative to this camera and pointed out that he has a working model on his personally owned automobile, having successfully taken several very good pictures. It was pointed out to the Conference that it was not known whether Parker had this camera patented but that the drawings furnished appeared to be of the type that would be prepared for that purpose.

The material submitted has been examined in the Laboratory and unquestionably it is a workable camera and could conceivably have application in investigations where it was desired to take photographs from a moving automobile without creating suspicion. This camera has some minor objections to it which the Laboratory felt could possibly be eliminated by experimentation.

It was the unanimous opinion of those present that we should endeavor to obtain this camouflaged camera from Special Agent Parker for experiments to see if it does have any valuable application to the Bureau's work, and that if this were not possible then such a camera should be constructed in the Laboratory along the same lines for experimentation. There is attached for approval a letter to Special Agent Parker commending him, as well as a letter to the Special Agent in Charge at Albany relative to securing this camera for experimentation.

Attachments

#323013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/24/93 BY SP5CJ/bce

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Hendon
Mr. Jones
Mr. Mumford
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc-Mr. Clegg
Mr. Hendon

20 FEB 2 1945

RECEIVED

66-254-1162

100-100

THE DIRECTOR

January 30, 1945

THE EXECUTIVE CONFERENCE

It was proposed to the Executive Conference consisting of Messrs. L. A. Tamm, Nichols, Ladd, Clegg, Lee, Long, and Rosen, that there be purchased for use with the frequency modulation two-way cars 112 handset type of microphones similar to a telephone handset to be used for receiving and transmitting. It is planned to furnish two sets to each Field Division with the exception of San Juan and Anchorage and two sets to be maintained at the Bureau.

The equipment presently in the two-way cars provides for receiving with a loud speaker, and for transmitting, a microphone which hangs at the dashboard. It has been brought to the Bureau's attention that it is inconvenient and often difficult to maintain operation of these cars at locations which are quiet or at such positions that passers-by are able to overhear the signal being received in the car speaker. By installing on the various two-way cars a toggle switch on the control panel for the purpose of breaking the audio circuit of the speaker and installing a small resistor under the dashboard control unit so that when the audio circuit is broken, the output impedance of the receiver is properly matched, it will then be possible to use these handsets. This work will be done by the local radio contractors based upon instructions prepared by the Laboratory prior to the time these handsets are shipped.

Although only two such handsets will be furnished to each Field Division all two-way cars will be equipped for their use and the approximate cost will be \$1,950.

It was the unanimous recommendation of the members of the Conference that this equipment be procured and furnished to the Field and if approved appropriate orders will be placed.

Respectfully,
For the Conference

Clyde Tolson

L. A. Tamm

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/24/2007 BY [signature]

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc-Mr. Clegg
Mr. Hendon

WJ:ja

January 25, 1945

THE DIRECTOR

0
The Executive Conference, consisting of E. A. Tamm, Clegg, Glavin, Ladd, Rosen, McGuire, Long and Tracy, considered a suggestion of SA Leo K. Cook to increase the number of commercial White Slave Traffic Act cases.

Agent Cook suggested that the Identification Division, on receiving fingerprints from one city and finding a prior record, furnish to the Special Agent in Charge information concerning the instant arrest if the prior record were in another state. He suggested the Special Agent in Charge could then cause the girl to be interrogated to ascertain in what manner she was transported from the other state. He felt that information could in this way be developed to show instances of commercial transportation interstate.

For your information, this suggestion was submitted in years past and in fact was tried a few years ago and found to be impractical.

The Conference unanimously recommends unfavorable consideration and if you approve, there is attached hereto a letter to Special Agent Leo K. Cook.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/24/92 BY SP-1/lee

Respectfully,
For the Conference

C. A. Tolson

E. A. Rosen

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Clegg
Mr. Hendon

RECORDED

66-3534-100

VRG:val

THE DIRECTOR

THE EXECUTIVE CONFERENCE

January 30, 1945

On January 23, 1945, the Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Clegg, Ladd, Tracy, Long and Glavin considered the attached form letter to all Special Agents in Charge and Bureau officials and a form letter to all Bureau officials and supervisors concerning tardiness and recommended approval of the form letters in question.

For the Director's information, these form letters set forth the Bureau regulations under the new regulations established by the Civil Service Commission in the handling of tardiness.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Attachments

cc - Mr. Clegg
Mr. Hendon

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DATE 2/24/92 BY JSC/psc

RECORDED
&
INDEXED
513

66-2554-1

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

78 FEB 3 1945

January 25, 1945

02 DIVISION OF INVESTIGATION

There is attached hereto a proposed Bureau Bulletin which has for its purpose the removal of many routine reports to the files rather than to the Bureau supervisors for reading and initialing. To prevent the rule in effect in handling clerical cases so that routine reports which do not fall within the exceptions such as conscientious objectors, those containing statistics, etc., are to be stamped with a rubber stamp bearing the word "file". Such a report goes to the Bureau's file room and does not go to the supervisor. Those within the exceptions, including conscientious objectors, bribery, statistics, et al., do go to the supervisor. This places an increased burden on supervisors in the field and reduces such burden at the head of government.

Similar suggestions have been previously submitted and numerous arguments for and against the plan have been previously set forth. At this particular conference it was pointed out in opposition to such a Bulletin that if statistics are any value, all reports must continue to come to the supervisors so they can supervise the cases as well as supervise the field offices in handling cases and in promoting the business which is productive of additional revenue from a statistical standpoint. It was pointed out also that programs and projects in the handling of certain types of cases which have been productive in developing new business and new statistics have been based upon the study of individual and a few select routine cases for the supervisors must read in order to identify and recognize the problems on which the projects are to be based. It was pointed out too that the detailed review of reports by supervisors who are held responsible for the contents has been a long range program with the Bureau up to this time and it was doubted that the time had been wasted, and that even in the handling of selective service cases, under such a formula, selective service supervisors have felt that cases would have received better supervision and more statistics would have been recorded if all the reports went to the supervisors.

To emphasize selective cases as illustrative of the nature of the service being performed by the supervisors at the head of government, the following examples abstracted from memoranda written on the various supervisors' desks are quoted at random to indicate the type of action to be taken in a large number of cases every day.

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Coffey _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Mohr _____
- Mr. Carson _____
- Mr. Hendon _____
- Mr. Mumford _____
- Mr. Jones _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Miss Gandy _____

A review of information contained in an initial report reflects the facts alleged in the complaint and for which investigation is warranted.

INDEXED

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DATE 3/24/92 BY 3962/bce

79 FEB 5

to be obtained, do not constitute, even if proved, a violation of the Servicemen's Dependents Allowance Act and the supervisor issues instructions to the field office to close the case.

A report is received reflecting an interview with the United States Attorney in which he requests investigation to obtain additional information. A review of the file reflects that every item of information requested by the United States Attorney is already contained in reports previously submitted to him and the field office is instructed to discuss the matter with the United States Attorney again, as a result of which he states the additional investigation is not necessary.

An initial report is received in a Servicemen's Dependents Allowance case which has leads not only for the office of origin, but for five auxiliary offices. A review of the report reflects that the covering of one point with the original complainant might show the additional investigation is not warranted. All offices are instructed to hold their leads in abeyance until the complainant is reinterviewed and upon the basis of this reinterview, the case to be closed.

A report is received outlining investigation in several districts of a case in which a subject had recently been sentenced to a lengthy term in the state penitentiary. The Bureau supervisor instructs that the investigation be held in abeyance until the facts are presented to the United States Attorney and when this is done, he decline prosecution, thereby ending rather lengthy investigation.

A review of an accounting report reflects the need for additional examination of bank records and thorough interview with the subjects. The supervisor in Washington discussed the case with the Agent handling it who was in restraining school, the necessary additional investigation is conducted and indictments are returned against the subjects as a result of this additional investigation.

There are numerous cases in the various classifications in which lengthy investigations are conducted, but the Bureau's position should show even if all the facts are proved, there is no possible violation, and investigations are issued that the case be closed. This has, on a day-by-day basis, lengthy investigations are held up and investigations should be presented the facts to the United States Attorney to determine if all the allegations are proved, the subject will be proceeded and in many of these cases the United States Attorney gives a negative answer, but the point that the case is closed without further delay.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn-Tamm _____
Mr. Nease _____
Miss Gandy _____

Ingenious efforts to secure a selective service certificate have been carried on rather extensively since a review of the file to the of Government realized that no selective service deferment form had been submitted. Such a form was submitted and a selective employment record was located. Associated with this employment record, a selective service certificate was located.

In another Selective Service Act case, investigation indicated that the subjects might have taken drugs to evade service. The Bureau supervisor instructed the field to reexamine the subjects and obtain urine specimens. Examination by the FBI Laboratory of these specimens indicated the presence of albumin and the consequential use of drugs on the part of a subject attempting to evade Military service.

In another Selective Service Act case investigation was conducted and process obtained for the purpose of locating a person who had been declared a fugitive. The Bureau's review of the report disclosed the subject was 56 years of age and consequently not within draft age. Useless investigation was, therefore, prevented.

Many cases on the Selective Service Act desk are consolidated when it is found that two or more offices have independently opened cases on the same subject, who may have been a multiple registrant with the different boards.

Cases occur every day in Selective Service Act matters in which the Bureau supervisor identifies the subject with subjects of other cases, often cases previously closed, such as National Motor Vehicle Theft Act.

On the fugitive desk review of the files discloses leads which have been overlooked. For example, in a recent Selective Service Act case in which the fugitive was an IO subject, the Bureau supervisor determined that the subject's brother-in-law had entered a subscription to a certain magazine published in British Colombia. He instructed that a request be made of the [redacted] to determine the details of this subscription and as a result of this investigation, the subject was apprehended in Canada. b7D

In Selective Service Act cases it is not uncommon for field offices to set out a variety of leads to locate delinquents who have extensive criminal records and who are obviously dangerous. The supervisors insist that the field secure the issuance of a warrant in such cases in order to protect the agents in the event it is necessary to resort to force in making an arrest.

In a recent case involving a Selective Service Act fugitive, investigation disclosed that he had been arrested by a sheriff's office in Mississippi in 1943 and sentenced to 30 days in jail. The field office made no effort to determine whether he had been fingerprinted by the sheriff's office although the name check in the Bureau was negative. The Bureau supervisor instructed that the sheriff's office be contacted, as a result of which it was determined that fingerprints were available for this fugitive subject.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

A field office recently conducted lengthy investigation of a person who had allegedly misrepresented himself as an employee of the Bureau. The Bureau supervisor determined that this was not a Government agency and that this misrepresentation could probably not be a violation of the Espionage Statute. This suggestion was filed in the filing of such investigative data on the Espionage angle, but in addition the supervisor made a constructive suggestion pointing out that the passing of the bad check probably was a violation of the National Defense Property Act, as a result of which the investigation has been moved to proper channels and prosecution will probably result.

Despite instructions to the contrary, the field offices periodically open investigations for reason to restore civil rights in cases in which the primary consideration was not within the Bureau's investigative jurisdiction and the field is immediately instructed to close these cases.

In cases involving the National Defense Property Act, Espionage and confidence men, it is not uncommon to have four, five, six and sometimes even a dozen offices open investigations almost simultaneously on the activities of the same group which may be operating under various names in various districts. The supervisors, of course, readily detect not only the similarity but the cases are consolidated so they can be properly supervised and directed as a single investigation.

In the handling of espionage cases, the supervisors at the seat of government have built up a store of knowledge and experience concerning the Air Intelligence system which enable them readily not only to recognize mail drops, German principals, the location of training schools, etc., but also qualify them to make suggestions to the field offices which readily establish the authenticity or falsity in dealing with alleged foreign agents. This knowledge results in the saving of a great deal of manpower through the issuance of proper instructions from the centralized repository of all of this information.

In the handling of sabotage cases the supervisors daily make constructive suggestions, the majority of which are directed to the saving of investigative time or the direction of investigations into proper channels.

An effort has been made to afford a cross-section of the typical cases in which the centralized supervisor is at the seat of government directly and immediately benefits not alone the quality of the Bureau's investigation but the utilization of the manpower upon cases which are being prosecuted in accordance with rules. Attached hereto are very many references prepared by Mr. Hall and Mr. Tamm which set forth in detail some cases selected from individual cases but are identified by case file number, indicating the value of centralized overall supervision at the seat of government.

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Coffey _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Mohr _____
 Mr. Carson _____
 Mr. Hendon _____
 Mr. Mumford _____
 Mr. Jones _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

Mr. Tamm feels that despite the Bureau's efforts to establish a responsibility for investigative supervision in the field offices, the quality of the Bureau's investigations is fundamentally determined by the quality of the supervision at the Seat of Government. Special Agents in Charge and their supervisory assistants devote their efforts more to administrative operations, supervision, contacts, training schools, etc., and give but a minimum amount of thought, study or supervision to the investigative cases. As a result, the substantive supervision appears to come fundamentally from the Seat of Government.

Those who were in favor of the attached bulletin pointed out that the various exceptions would insure the bringing of all major cases and statistics to the attention of the Bureau as they are reported and that it would take positive action on the part of the field supervisors in stamping the report for the file or else the report would go to the Bureau supervisors; that thus the chaff in the way of reports, including negative information and routine reports, would be cleared from the desks of the supervisors who could concentrate on the major cases with greater advantage to the field and to the Bureau as a whole.

Those who were opposed to such a bulletin were Messrs. Tracy, Hendon, E. A. Tamm, Coffey, Nichols, Ladd and Rosen.

Those in favor of the bulletin were Messrs. Tolson and Clegg.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

Edward A. Tamm

cc Mr. Hendon
Mr. Clegg

ADDENDUM -

Those favoring the bulletin point out that the exceptions listed will bring to the Bureau's supervisors' attention worthwhile material and reports; the supervision will then be on a more selective basis, which is a necessary policy anyway, yet it places the emphasis and selection on more important matters; improved field supervision can be expected with the knowledge of their increased responsibility; because inspectors have been able to find errors and omissions on the part of supervisors does not justify a continuous duplication of the reading of all reports by inspectors any more than field office errors justify continuous re-reading of all reports by Seat of Government supervisors; the Supreme Court or even the Circuit Court of Appeals could not and logically should not review all cases tried in District Courts although many errors in District Courts undoubtedly occur - the higher courts establish rules and policies, coordinate, and revise on a limited, selected basis those cases that are appealed; the Bureau supervisor is in a similar status as the Supreme Court and below him are efforts and supervision of Agents, Field Supervisors, Assistant SACs and SACs.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

✓ HHC 1/30/45

RCH:DW

THE DIRECTOR

2/2/45

THE EXECUTIVE CONFERENCE

#323013

ALL INFORMATION CONTAINED

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DATE 2/24/92 BY SP5C/bc

At the present time a ~~Kardex~~ Book is maintained in each field office in which daily is maintained a ~~#3~~ Register Card to serve as a visible reference to show the whereabouts of the Agents at any particular time. These cards are maintained for a year filed by date monthly. Recently it is required that when an Agent leaves the field office headquarters city for Washington to attend In-Service School or is away from the office on annual or sick leave or is absent from the headquarters city on special or official business, a white 3 x 5 card should be maintained under the Agent's name in the Kardex Book showing information as to his whereabouts, where and how he can be reached. There is no definite provision as to whether these 3 x 5 cards should be destroyed or filed but the practice is to destroy them. The result is that when there is any reason to check back on the #3 Cards of any particular Agent, there will be dates for which there is no such card. It is then necessary to check the #1 Register where Agents sign in daily, the leave records, the #2 Register where Agents record their departures from the field office district or the Daily Reports submitted by Agents when on road trips to account for the Agent's whereabouts or activity on the particular dates involved.

Mr. Hendon recommends that instead of utilizing a 3 x 5 white card to daily record the whereabouts of Agents out of or away from headquarters, the regular 5 x 8 salmon card utilized for the regular #3 Register Card be used. The information could be recorded on this card which would then be filed in proper chronological order with the other #3 Register Cards to provide a complete set of cards for every day in the month for each Agent. He pointed out that there would be no additional work involved since the information under present requirements must be tabulated on the white card; the only difference would be the use of the regular #3 Register Card which would be filed rather than destroyed.

The majority of the Conference consisting of Messrs. Tolson, Nichols, Ladd, Rosen, Long and Hendon approved this recommendation.

Mr. Tracy recommends that prior to taking action the question be referred to a selected group of SAC's for their opinion.

Mr. Acers recommends the requirement remain as at present.

If the majority opinion is approved, an appropriate manual change will be made.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Clegg

79 FEB 5 1945

WRG:val

THE DIRECTOR

February 2, 1945

THE EXECUTIVE CONFERENCE

On January 30, 1945, the Executive Conference consisting of Messrs. Long, Ladd, Clegg, Nichols, Hendon, Tracy, Rosen and Glavin considered a suggestion submitted by the Personnel Conference concerning blood donations.

The members of the Personnel Conference stated that in the Navy Department an unofficial practice has grown up of permitting employees to have the remainder of the day off when they give blood donations to the Red Cross. It was further pointed out to the Conference that the War Department had followed such a procedure but had discontinued it.

The Conference is of the unanimous opinion that such a policy should not be followed by the Bureau since in every instance when an employee who has given blood becomes ill and does not feel capable of performing his or her duties upon returning to active duty, the Supervisor takes cognizance of this fact and is guided accordingly in permitting the employee to go home or suggesting that he or she visit the Health Service or continue performing their regular duties.

It is not felt that at this time any policy such as aforementioned, which is being followed by the Navy Department, should be established by the Bureau.

#3230 13
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HEREIN IS UNCLASSIFIED

DATE 2/24/92 BY SP-6/BCA

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson

E. A. Tamm

Mr. Tolson cc - Mr. Clegg
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

79 FEB 6 1945

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&
INDEXED
119

66-2554-3463

WMA:JD

THE DIRECTOR

February 1, 1945

THE EXECUTIVES' CONFERENCE

The Executives' Conference, consisting of Messrs. Tolson, Glavin, Tracy, Hendon, Nichols, Ladd, Rosen, Long and Acers, considered the recommendation of Special Agent in Charge E. P. Morgan that Lieutenant William Straney of the Albany Police Department be favorably considered to attend the next session of the National Academy beginning April 16, 1945.

New York
The Conference unanimously felt that Lieutenant Straney should be placed on the list of the first eighty names to be selected.

For the Director's information, former Chief of Police William J. Fitzpatrick was murdered by a member of the Albany Police Department. The department is presently headed by Acting Chief of Police Philip J. Coffey.

SAC Morgan states that a great deal of missionary work had been performed both before and after former Chief Fitzpatrick was killed. Morgan states that Lieutenant Straney is extremely enthusiastic about attending the Academy and he feels that Straney will do the Bureau a world of good upon his return. There are no graduates of the National Academy presently attached to the Albany Police Department. The two representatives who attended previous sessions are now in the armed forces.

If the Director concurs, Lieutenant Straney's name will be placed on the list of the first eighty men to be considered for the next session of the Academy. A letter to SAC Morgan has been prepared.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

RECORDED & INDEXED
138

66-254-3464
FEB 5 1945

cc - Mr. Clegg
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ORIGINAL DOCUMENT SENT TO
NATIONAL ARCHIVES (JFKARGA)
DATE 8/26/96 HSC Subject
Morgan, Edward Preput

AB:M?

February 2, 1945

THE DIRECTOR

The Executive Conference

MANUAL OF SELECTIVE SERVICE REGULATIONS

The Executive Conference, on February 1, 1945, with Messrs. Tolson, Glavin, Tracy, Long for Coffey, Soers for Clegg, Hendon, Ladd and Eason in attendance, unanimously approved the attached letter to All Special Agents in Charge transmitting Transmittal Memorandum No. 120 and Transmittal Memorandum No. 123, issued by the Director of Selective Service, for insertion in the Manual of Local Board Memoranda and calling attention to the fact that Transmittal Memoranda No. 121 and No. 122 were distributed only to agencies of the Selective Service

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease

#323813
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 2/24/83 BY SP-6/bce

Respectfully,
For the Conference

RECORDED

Clyde Tolson
Chairman

CLM: Tamm

For Informational Purposes Only

The originals removed from this file and replaced with duplicate copies of the original were accessioned to the National Archives and Records Administration (NARA) pursuant to the JFK Records Collection Act of 1992. Provision of the JFK Act allowed for certain information to be postponed from public release until the year 2017; therefore, the pages have NOT necessarily been released for public review in their entirety.

Under the JFK Act, originals to all material deemed assassination records must be accessioned to NARA regardless of whether the material is open in full or released with information postponed. Therefore, any documents or pages from FBI files accessioned to NARA pursuant to the JFK Act are no longer considered the possession of the FBI. The duplicate pages have been inserted strictly for research purposes.

The copies contained herein do not necessarily show the most up-to-date classification.

To attain a copy of the publicly released version of any materials maintained in the JFK Collection at the NARA facility in College Park, MD, you may contact the JFK Access Staff, at 301/713-6620.

The following materials were removed from this file and are maintained in the JFK Collection at NARA:

File & Serial Number

JFK Subject Identifier
(for NARA purposes)

166-2554-3464

Edward Pierpont Morgan

For Informational Purposes Only

RCH:DW

THE DIRECTOR

2/3/45

THE EXECUTIVE CONFERENCE

At the present time it is required by the manual that whenever a field office requests the Bureau to place the name of a missing person in the Identification files a 3 x 5 card is prepared listing the name of the missing person and appropriately identifying data which is filed in the wanted notice files maintained in the various field offices.

Mr. Hendon pointed out to the Conference that this was contrary to the usual practice followed by the Bureau when wanted notices are filed by field offices with the Seat of Government. In fugitive and all other cases no 3 x 5 card is made in the field office since the indexing of the individual's name and the file in which the copy of the letter to the Bureau placing the notice is contained afford a sufficient record of the wanted notice. The wanted notice record file in the field office is utilized only for the filing of cards on notices placed with outside agencies, since such agencies in communicating with a field office might not know the exact name of the individual concerned.

Mr. Hendon pointed out that he can see absolutely no reason for making an exception to the usual practice in connection with missing person notices. Once such a notice is filed there is no action to be taken by the field office until the person is located and advice furnished by the Bureau. When the Bureau furnishes such advice, it refers to the specific file number in the field or to the name of the person as indexed in the regular field office indices. He, therefore, recommends that the manual be appropriately changed.

The remainder of the Conference consisting of Messrs. Tolson, Tracy, Acers, Ladd and Long recommends that prior to changing the manual the advice of selected SAC's be obtained.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg

FEB 7 1945

#323013

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HEREIN IS UNCLASSIFIED

DATE 2/24/72 BY [signature]

RECORDED
&
INDEXED

34-1

BCH:DU

THE DIRECTOR
THE EXECUTIVE CONFERENCE

2/2/45

Previous instructions require that stenographers and typists submit daily reports covering the amount of work on their books, the amount of work delinquent and the amount of work done during the day. There is no specific provision as to whether the principal stenographer should submit such a report and in some offices they are not doing so.

9 cc
cc
6/2
K Messrs. Tolson, Hendon, Sears and Long recommend that the principal stenographer be required to submit these reports the same as other stenographers. It was pointed out that this gives a closer check over their activities and if they are absent in an emergency affords easy notice to the Agent in Charge as to what material on their books should be redictated.

Messrs. Tracy, Rosen, Ladd and Glavin recommend that the principal stenographer not be required to submit daily reports. They feel that in view of the secretarial nature of their duties and the amount of time spent in clerical and miscellaneous duties, plus the fact that they are ordinarily able to clean up the stenographic work on their books on a current basis, the report would serve no purpose.

Respectfully,
FOR THE CONFERENCE

323073
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/24/82 BY [signature]

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED

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66-234-391

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RCH:DU

THE DIRECTOR

2/3/45

THE EXECUTIVE CONFERENCE

Some difficulty is experienced in the field offices in indexing and attaching files in Selective Service cases in which the subject bears a very common name. For example, one office may have several pending and closed cases under the name of Willie Jones. When reports are submitted on these cases there is not sufficient identifying data in the title to match them with the appropriate previous file.

To correct this it is suggested that the Local Board number and the name of the city be shown in the title, together with the subject's name. For example, where the subject bears a common name and only under that condition the title would read, "Willie Jones, Local Board 7, Washington, D. C."

The Supervisor of Selective Service, Mr. Chris Callan, advises that he is very much in favor of this provision, feeling that it would be most helpful. Mr. Cartwright of the Records Section states that he believes it would be of assistance in the field and would cause no difficulty one way or the other in the Records Section. At the present our own Records Section finds it necessary to put even more identifying data on its index cards in these cases.

The Conference consisting of Messrs. Tolson, Tracy, Hendon, Lears, Ladd and Long unanimously recommends that the suggestion be adopted. If the Conference recommendation is approved, an appropriate manual change will be made.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

66-2554-31

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Miss Gandy _____

cc - Mr. Clegg

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/24/92 BY SP5CE/bce

LEA:JD

THE DIRECTOR

February 3, 1945

THE EXECUTIVES' CONFERENCE

The Executives' Conference, those present being Messrs. Tolson, Glavin, Tracy, Hendon, Nichols, Ladd, Rosen, Long and Acers, gave consideration to extending an invitation to Hilo F. Christiansen, Superintendent of Recreation Department, Government of the District of Columbia, to be invited to appear as a lecturer before the FBI National Police Academy.

For the Director's information, Hilo F. Christiansen has a rather extensive background in recreation work, having been employed in this field since 1923. He is presently Superintendent of the Recreation Department of the District of Columbia at a salary of fifty-six hundred dollars a year. The persons contacted reported that Mr. Christiansen is a very good speaker and lecturer. His educational background is quite extensive.

The Conference unanimously felt that the Bureau does not need an outside lecturer on the subject of recreation. If the Director concurs, there is no need for further action in connection with this matter.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc - Mr. Glavin
Mr. Hendon

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/24/92 BY SP2/BCA

RECORDED & INDEXED

EX-10

66-2574-347

RCH:DW

THE DIRECTOR

2/3/25

THE EXECUTIVE CONFERENCE

It is presently required that the availability of a photograph in an investigative file be shown on the index card in the field office indices. To comply with this, field offices stamp such index cards with a large rubber stamp reading "Photograph." Where there are several files on a subject, all of the numbers being on one index card in accordance with existing instructions, the practice has not been followed of specifically showing on the index card what particular file the photograph is contained in, with the result that even after ascertaining from the card that a photograph is available, it is necessary for all of the files pertaining to the subject to be reviewed in order to locate the photograph desired. In addition it is extremely difficult from an administrative angle to comply with the requirement. If photographs are received after the case is initially opened and indexed, which is often the case, it means that the index card or cards must be pulled and appropriately stamped. It is very difficult to set up appropriate safeguards in order that the clerical employees handling such matters will take this additional step. Also where it is important to determine the availability of a photograph, to make sure it is necessary to pull the files any way. The photographs in any file are all maintained in the 1-A serial and are easily located after the file is pulled.

In view of these facts, the Conference consisting of Messrs. Tracy, Hendon, Acers, Ladd and Long is of the opinion that no purpose is served by the present provision and recommends its elimination.

Mr. Tolson recommends that the question be referred to the inspection staff for its opinion prior to eliminating the requirement.

Respectfully,
FOR THE CONFERENCE

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Clegg _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 2/24/92 BY SP-2/120

RECORDED

INDEXED Clyde Tolson

E. A. Tamm

166-2554-3171

FILE

20 JAN 27 1945

January 26, 1945

THE BUREAU OF INVESTIGATION

MEMORANDUM FOR THE DIRECTOR
SUBJECT: BUREAU BULLETIN
RE: BUREAU BULLETIN

On January 25, 1945, the Executive Conference, with Messrs. Tolson, E. A. Tamm, Glavin, Tracy, McGuire, Ladd, Egan and Rosen in attendance, approved the proposed Bureau Bulletin calling attention to the issuance of subpoenas and the considerable laxity on the part of the field in connection with needless and unwarranted travel of Agents on subpoena. This Bulletin calls attention to previous bulletins which have been issued in this connection and places the responsibility on the Special Agent in Charge to check into subpoenas which are submitted for the appearance of Agents to determine whether they are justified.

Respectfully,
For the Conference

Clyde Tolson
Chairman

cc-17. Hendon
Mr. Clegg

Attachment

uw

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 12/24/83 BY SP-1/SSA

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED & INDEXED

127

66-2554-5471

R

66-2554-3472

NOT USED

#323013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/24/92 BY *gsc/bce*

RCH:DW

THE DIRECTOR

8/3/45

THE EXECUTIVE CONFERENCE

Levine Case

Mr. Hendon pointed out to the Conference that instructions issued several years ago provide that the Levine Kidnaping Case be kept in a pending status in each field office.

A review of this case in the Miami Field Division reflected that no leads had been received therein since November 1941.

In view of this the Conference consisting of Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Rosen, Acers, Ladd and Long unanimously recommends that the instructions be rescinded and that the case be placed in a pending status only where leads are outstanding.

If approved, it is recommended that the attached letter to all SAC's go forward.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. R. Tamm

CC - Mr. Clegg

323013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/24/93 BY SP-1/KC

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
INDEXED

66-258-347

AR:MP

THE DIRECTOR

February 2, 1945

The Executive Conference

~~THE RELOCATION AUTHORITY
"DEPARTURE ADVISE" AND
"ADMISSION ADVISE" FORMS
TO BE FURNISHED BY CIVIL CONTROL
ADMINISTRATION TO ALL CAMPS~~

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/24/92 BY S. S. S. / J. S. S.

The Executive Conference today, attended by Messrs. Tolson, Glavin, Tracy, Hendon, Long, Coffey, Acers, Clegg, Ladd and Carson, unanimously approved the attached Bureau Bulletin which advises that the War Relocation Authority has stopped furnishing to the Bureau "Departure Advice" and "Admission Advice" forms for Japanese leaving or returning to relocation centers, in view of which photostatic copies of these forms will no longer be furnished to the field.

Respectfully,
For the Conference

RECEIVED
1945
EX-10

Glenn Tolson
Chairman

G. A. Tamm

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Coffey
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Carson
- Mr. Hendon
- Mr. Mumford
- Mr. Jones
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

ATTACHED

AR:MP

THE DIRECTOR

February 3, 1945

The Executive Conference

~~CONFIDENTIAL~~ ~~PLAIN~~ ~~TEXT~~
MASTER INSPECTION RESPONSIBILITY LIST NO. 11

The Executive Conference on February 3, 1945, with Messrs. Tolson, Glavin, Tracy, Hendon, Long for Coffey, Acers for Clegg, Ladd and Rosen in attendance, unanimously approved the attached letter to all Special Agents in Charge transmitting Master Inspection Responsibility List No. 11 dated October 20, 1944, prepared by the War Department.

Respectfully,
For the Conference

Clyde Tolson
Chairman

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/24/92 BY SP5C/fhc

RECORDED & INDEXED
66-4111-34
142
EX-11

| | |
|----------------|-------|
| Mr. Tolson | |
| Mr. E. A. Tamm | |
| Mr. Clegg | |
| Mr. Coffey | |
| Mr. Glavin | |
| Mr. Ladd | |
| Mr. Nichols | |
| Mr. Rosen | |
| Mr. Tracy | |
| Mr. Mohr | |
| Mr. Carson | |
| Mr. Hendon | |
| Mr. Humphrey | |
| Mr. Jones | |
| Mr. Quinn Tamm | |
| Mr. Nease | |
| Miss Gandy | |

Attachment

MEMO

THE DIRECTOR

February 2, 1945

THE EXECUTIVES' CONFERENCE

The Executives' Conference considered an inquiry made by Lieutenant Commander A. J. Monaghan, Interior Control Board, U. S. Navy. Lieutenant Commander Monaghan conferred with representatives of the Training and Inspection Division, at which time he stated he had returned from two years of foreign service and saw a very definite need for one or two trained investigators in the particular area in which he served (which he was not at liberty to disclose). He stated that before he took the matter up with his superiors, he wanted to know the possibility of having one or two men from the Interior Control Board attend the next session of the National Academy. He stated his Area Commander had authorized him to make the appropriate inquiries of the FBI.

The Conference saw no reason for making the facilities of the Bureau available for the purpose suggested. The Conference felt that Monaghan should be orally informed by a representative of the Liaison Section that any request of this type must, in accordance with an agreement with the Secretary of Navy, be channeled through ONI.

If the Director concurs, this matter will be handled in this manner.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

D. A. Tamm

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/24/92 BY JSC/bee

cc - Mr. Clegg
Mr. Hendon

Addendum: 2-5-45 Mr. Tamm believes that the Navy Department should be informed that the Bureau will not conduct the training for them and that no suggestion be made that the request should be channeled through ONI. He feels that the Bureau is taking a constant spinning from the Navy and sees no reason why any reservation should be practiced in promptly telling them "No". The Navy Department constantly is blunt in refusing the Bureau's requests.

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

(Those present at the Conference on February 2, 1945, were Messrs. Tolson, Glavin, Tracy, Hendon, Nichols, Ladd, Rosen, Long and Acers.)

RCH:DW

THE DIRECTOR

2/5/45

THE EXECUTIVE CONFERENCE

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/24/92 BY SP5C/bcc

The Executive Conference consisting of Messrs. Tolson, Glavin, Tracy, Hendon, Rosen, Acers, Ladd and Long considered the question of removing the ~~Accounting~~ designation from Agent Accountants. This question arose due to the fact that there have been several requests recently from Special Agents (1) that the "A" be removed and that they be considered Special Agents for general assignment.

It was pointed out that at the present time we have 438 Accountants in the service while we only have 139 accounting cases pending. It was felt by the Conference that there was bound to be an increase in the number of ~~accounting cases~~ as war frauds and similar matters come under investigation in the future. It was, therefore, felt that through the designation as Accountants we should keep track of the Agents in the service with accounting ability. This assists in their supervision and assignment to at least give some of them valuable accounting experience as cases presently arise. While some of these men due to lack of experience and mediocre accounting educations may not be as qualified as those with CPA ratings in the service, it is believed that they will be of great value in the future in handling various phases of accounting investigations.

Generally speaking there is a desire on the part of most ~~Accountants~~ to be listed as ~~regular Agents~~ and it is felt that a change in the present policy would bring a flood of requests and might leave us with an inadequate number of listed Agent Accountants. It was further pointed out that these men were selected because of their ~~accounting~~ educations and backgrounds and that this might be a factor in the future in making any ordered reduction in personnel. The Conference further points out that it is presently required that each Accountant complete the accounting course in the next few weeks. It was felt that this requirement might possibly be behind some of the requests for the change in designations.

The Conference is unanimous in recommending that there should be no change in any ~~Accountant's~~ classification in the Bureau. If approved, it is suggested that the attached letters go forward.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg

5-1 FEB 8 1945

LJA:JD

THE DIRECTOR

February 2, 1945

THE EXECUTIVES' CONFERENCE

lc

The Executives' Conference, those present being Messrs. Tolson, Glavin, Tracy, Hendon, Nichols, Ladd, Rosen, Long and Acers, considered a recommendation of Inspector L. A. Hince relating to the training of policewomen at Syracuse University, Syracuse, New York. Syracuse University began a "training course instituted for policemen" on January 8 with seven policemen in attendance. This school is under the supervision of Dr. Spencer D. Farratt of Syracuse and was offered as a result of promotional work done by Thomas E. Connolly of the Social Protection Division of the Federal Security Agency located at New York City. The cost to each student is one hundred dollars. The course is three weeks in length. A Navy physician talks on venereal disease; a Syracuse policeman talks on crime prevention; and a child psychologist will handle the subject of child psychology. A children's court judge will handle the subject "Policemen in the Court". A state probation officer handles "Probation and Parole". Connolly of the Federal Security Agency will handle the lecture on "Rehabilitation" and Edward Michel, U. S. Secret Service, will handle the public relations and the work of the U. S. Secret Service.

Dr. Farratt was interviewed by Cornelius. Farratt indicated the entire course would be centered around the records system. Farratt was evasive with respect to the general subject of police training in the University. Farratt feels that there is a need for someone to initiate and coordinate police training programs at universities. Farratt looked to Cornelius like a strange individual. He admitted that he had made himself very unpopular with the Syracuse Police Department as a result of a course of training held in 1944 which was unsuccessful.

SAC Wilcox thinks the Bureau has little to gain by getting into the field of training of policemen and points out that there are probably less than six in the Buffalo Field Division and only two or three in the territory covered by Albany and Syracuse. SACs Lorgan and Cornelius feel that the Bureau should consider the establishment of schools for policemen. Cornelius feels that two or three schools held on a national basis would satisfy all the present needs for training.

Mr. Hince specifically recommended that a survey be made to determine the number of policemen presently employed in the United States. The Conference felt that such a survey was unnecessary in view of the fact that the Bureau is presently more or less committed to the proposition that training will not be afforded policewomen. Consequently, the information, if obtained, would be of little value.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/24/92 BY SP5CJ/SC

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

L. A. Tamm

(SEE ADDENDUM PAGE 2)

54 FEB 3 1945

2-6-45

-2-

Memorandum

Mr. Tamm feels that the Bureau should, at least once a year, hold a course of training for police officers. He feels that unless the Bureau takes leadership in this phase of police activities, which is growing in importance and will be very prominent in future years in the crime prevention and juvenile delinquency aspects of the policing program, some other and less competent agency will assume this leadership and maintain it.

I am opposed. I think we should continue to train police officers and instruct their fellow officers - JPA -

I agree - 2/6
H. ✓

- Mr. Tolson _____
- Mr. E. A. Tamm _____
- Mr. Clegg _____
- Mr. Coffey _____
- Mr. Glavin _____
- Mr. Ladd _____
- Mr. Nichols _____
- Mr. Rosen _____
- Mr. Tracy _____
- Mr. Mohr _____
- Mr. Carson _____
- Mr. Hendon _____
- Mr. Mumford _____
- Mr. Jones _____
- Mr. Quinn Tamm _____
- Mr. Nease _____
- Miss Gandy _____

37:js

February 1, 1945

323,013

THE DIRECTOR

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/24/92 BY SP-1/62

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Glavin, Clegg, Ladd, Rosen, McGuire, Long and Tracy, was advised of conferences between representatives of the Identification Division and the War Department in connection with a suggested procedure to facilitate the identification in unknown dead cases where fingerprints are available.

At this time the Director approved the establishment of a Casualty Fingerprint File in the Identification Division in connection with the identification of those in the military service whose death it is necessary to establish by fingerprints.

As the result of the conference with the War Department, the Identification Division recommends that the Casualty File now in operation be supplemented by a "Post-mortem Dead File" which will contain the fingerprints of all dead soldiers until such time as they have been compared with the fingerprints.

The Casualty Branch of the War Department will supply copies of Findings of Death, Missing Status Directives and Reports of Death. The Unlocated Branch will advise of the list of men reported absent without leave or deserters in the absence of war. The Officers' Branch will furnish lists of officers. The Grave Registration Section will advise of the report of burial received by them upon when the death finding report has been submitted in order that the fingerprints may be removed from the post-mortem file maintained in the Identification Division. Heretofore, the Bureau has been notified of a man's death on the casualty list after a 12-month period. Under the new procedure, it could be notified in a 6-month period.

The Conference was advised that the additional work involved in the Identification Division is not material. It is desirable to proceed in every possible way by cooperative means in the identification of persons killed on the various battlefronts.

The Conference unanimously recommends the described procedure be acted in effect immediately.

RECORDED & INDEXED

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Egan _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Clegg
Mr. Hendon

C. A. Tolson

E. A. Tamm

CVT:jg

February 6, 1945

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Ladd, Nichols, Harbo, Rosen, Long and Tracy, considered a suggestion by Mr. Bagert that the Check Forgery File of the Single Fingerprint Section which has been inactive since 1942 be revived. There are approximately 830 individual fingerprint cards in the file and approximately 75 latent impressions in the unidentified section of the file. This file works in conjunction with the Laboratory's Fraudulent Check File and arrangements can be made that whenever the Laboratory calls for fingerprint cards for comparison with signatures on checks, these fingerprint cards would be referred to the Single Fingerprint Section for review for possible inclusion in the Check Forgery File. Further, the fingerprint cards should be compared with the unidentified latents in the same file. The Conference was advised that the Laboratory is in agreement and the necessary procedural steps have been worked out in the event the suggestion is approved.

The Conference unanimously recommended approval.

If you approve, there is attached hereto a letter to Mr. Bagert thanking him for his suggestion.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/24/92 BY SP5C/1/ice

Respectfully,
For the Conference

C. A. Tolson

H. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Clegg
Mr. Hendon

66-3554-3421

66-3554-3421

MEM:JD

THE DIRECTOR

February 5, 1945

THE EXECUTIVES' CONFERENCE

The Executives' Conference on February 5, 1945, considered the suggestion of the SIS Section that a special SIS clerical in-service school be held to handle the training of approximately twenty SIS clerical employees who have never received any special training in the Bureau because they departed on assignment prior to the institution of SIS clerical schools. This special course would be designed to bring up to date those employees who would normally be reached only by our regular SIS in-service program for clerical employees for which SIS clerical employees are brought to the Bureau every eighteen months.

The school, if approved, will be scheduled for approximately one week. The curriculum suggested has been reviewed and it appears to be adequate. (A copy of the curriculum is attached.) This curriculum is generally in line with the approved curriculum for SIS employees' in-service training.

If approved, certain replacements for the employees attending the school will be necessary. Replacements, where necessary, can be made from clerical personnel presently assigned to SIS installations with the exception of one employee to be sent to Havana. This replacement can be made by sending Stenographer Betty Duck of Division 4, who has received SIS training and the necessary inoculations, to Havana for approximately one month. (List of employees to attend school attached.)

The Conference felt that the specific schedule of replacements is satisfactory. The Conference unanimously approved holding the special SIS clerical in-service school. Messrs. Tolson, Tracy, C. A. Tamm, Hendon, Nichols, Ladd, Gurnea, Long and Acers felt the school should be held beginning March 12, 1945. Mr. Glavin felt the school should begin upon the termination of the last Major Case School to be concluded on May 2, 1945.

The following members of the Executives' Conference were present: Messrs. Tolson, Glavin, Tracy, C. A. Tamm, Hendon, Nichols, Ladd, Gurnea, Long and Acers.

Respectfully,
FOR THE CONFERENCE
RECORDED

INDEXED

Clyde Tolson

C. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg
Mr. Hendon

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/24/92 BY 3/35C/600

| | |
|--|----------|
| 1. Roll call, seating arrangements, etc. | 1/2 hour |
| 2. Introduction to SIS training | 1/2 hour |
| 3. History of SIS | 1 hour |
| 4. Personal Problems in foreign countries (Open Forum) | 1 hour |
| 5. Photostating, photorecording, developing and printing (necessary inoculations during this period) | 1 day |
| 6. SIS administrative procedure and duties of clerical employees | 3 hours |
| 7. Security of communications | 1 hour |
| 8. SIS report writing | 2 hours |
| 9. SIS finances | 1 hour |
| 10. Coding and decoding | 5 hours |
| 11. Work of State Department and Embassies | 1/2 hour |
| 12. Relationship with Embassy employees | 1/2 hour |
| 13. Bureau administrative matters (conduct) | 1 hour |
| 14. Packing and shipping evidence | 1 hour |
| 15. Tour of Quantico | 1 day |
| 16. Tour of Bureau and Armory | 1 day |
| 17. Examination (including language) | 3 hours |

W. L. Westerman
V. J. Aschard
A. H. O'Connor
J. R. Cochran
J. J. Hollahan
J. Christensen
G. S. Hota
E. G. Britton
R. E. Prather
W. E. Headham
T. F. Connolly
J. D. Gauzars
J. C. Laney
R. P. Mohr
G. L. Burge

WRG:val

THE DIRECTOR

February 6, 1945

THE EXECUTIVE CONFERENCE

On February 5, 1945, the Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Gurnea, Clegg, Tracy, Long, Hendon, Nichols and Glavin considered the attached four suggested posters concerning the utilization of the telephone, franked envelopes and telegrams and recommended the approval of the posters suggested.

Respectfully submitted,
FOR THE CONFERENCE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/24/92 BY *jsu/bce*

Clyde Tolson

E. A. Tamm

Attachments

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

53 FEB 10 1945



66-2554-3483

WRG:val

THE DIRECTOR

February 6, 1945

THE EXECUTIVE CONFERENCE

On February 2, 1945, the Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Tracy, Long, Hendon, Nichols and Glavin considered a suggestion submitted by Evalyn J. Connell, Clerk-Typist in the Technical Laboratory, that the present annual leave request Form No. CG-318 carry information that it is an annual leave request, that space be made for the exact number of days desired, and that space be provided for the person requesting the annual leave.

The Conference was advised that the additional information would be helpful to all Divisions involved; and it, therefore, recommends the approval of the suggestion.

There is attached hereto a suggested communication to Miss Connell, thanking her for her suggestion.

Respectfully submitted,
FOR THE CONFERENCE

323813

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/24/93 BY SP5 i/bc

Clyde Tolson

Attachment

E. A. Tamm

CC - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Egan
Hendon
Pennington
Quinn Tamm
Case
Gandy

RECORDED
&
INDEXED

57

66-2554-3464

53 FEB 10 1945

WRG:val

THE DIRECTOR

February 6, 1945

THE EXECUTIVE CONFERENCE

On February 2, 1945, the Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Glegg, Tracy, Long, Hendon, Nichols and Glavin considered two suggested form letters to all Special Agents in Charge concerning the monthly summary on ~~air~~ priority certificates issued and the method to be used in handling requests for new priority certificates when a Special Agent in Charge is transferred from one Division to another, and the Conference approved the suggested form letters attached.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson

E. A. Tamm

Attachments

cc - Mr. Glegg
Mr. Hendon

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/4/92 BY *SP-1/bee*

RECORDED

INDEXED

66-2554-3

EX-10

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

53 FEB 10 1945

W.C.B.

2/2/45

2/2/45

The Executive Conference, consisting of Messrs. Tolson, Tamm, Glavin, Tracy, Rosen, Ladd and Clegg, unanimously recommended the following suggestions with reference to the forthcoming three major case schools:

1. That two photographers instead of one be assigned to each school and train the entire course of training. This need became apparent in the recent school.

2. That two document experts and one general laboratory technician be assigned to each school instead of one document expert and one general technician as in the previous school.

3. That two civil fingerprint men from the Identification Division be assigned to each future school. This additional need became apparent during the recent major case school.

Respectfully,

Clyde Tolson

W. C. Tamm

OK-
Clyde Tolson
W. C. Tamm
Glavin
Clegg

RECORDED & INDEXED
137

66-3854-300
FEB 3 1945

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/24/92 BY gsc/bce

50 FEB 10 1945

Copy -bjw

VRG:rj

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

To: THE DIRECTOR

Date: January 15, 1945

From: THE EXECUTIVE CONFERENCE

Subject:

On January 12, 1945 the Executive Conference consisting of Messrs. Rosen, Ladd, Clegg, Hendon, Quinn Tamm, and Glavin considered a request of the City Bank that a copy of the ~~CHARLES S. ROSS TRUST AGREEMENT~~ be forwarded to them, it being pointed out that under law a copy of such agreement must be on file at the bank for the protection of the bank.

The Conference recommended approval of the attached letter to the City Bank transmitting a copy of the trust agreement covering this particular fund.

For the Director's further information, signature cards which are necessary for the bank's files are attached hereto for completion by the Director.

Respectfully Submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

#323,013
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DATE 2/24/82 BY [signature]

RECORDED

INDEXED

21

-50

EB 7 1945

ORIGINAL FILED 62-71234-9

WRG:val

THE DIRECTOR

THE EXECUTIVE CONFERENCE

February 6, 1945

#323013

ALL INFORMATION CONTAINED
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DATE 2/24/92 BY SP5CJ/bce

On February 1, 1945, the Executive Conference consisting of Messrs. Tolson, Tracy, Hendon, Nichols, Acers, Ladd, Rosen, Long and Glavin considered a suggestion submitted by Mr. Tracy that the Bureau make arrangements with the Army to permit the reassignment of our present male fingerprint employees to the Identification Division after they have been inducted into the military service.

Tracy pointed out that as he had mentioned some time ago, General Hines of the Veterans Administration found it necessary to request his medical staff be given commissions in the Armed Services and thereafter detailed for the duration to the Veterans Administration. Tracy states this was done and is presently in effect and is working satisfactorily. Tracy does not know whether the procedure would be advisable in so far as Special Agents are concerned, but he did suggest that careful consideration be given to the matter of applying it to fingerprint employees. He felt that possibly such an agreement could be worked out with the Army and Navy officials without the necessity of going to the White House.

The Conference is unanimously opposed to the adoption of Mr. Tracy's suggestion, it being pointed out that it would seem inconsistent for the Director to ask for the reassignment of Fingerprint Classifiers and not protect the investigative work of the Bureau through the reassignment of Special Agent employees, or the radio work of the Bureau through the reassignment of radio employees. It is felt also that we would lose control of these employees since they would be members of the Armed Services and could, with impunity, violate some of the Bureau's regulations without their being subject to the same drastic administrative action to which they are subject today.

The Conference, therefore, recommends no further consideration in so far as this suggestion is concerned at the present time.

Respectfully submitted,
FOR THE CONFERENCE

RECORDED

&

INDEXED

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

FEB 10 1945

cc - Mr. Clegg
Mr. Hendon

120:12

THE DIRECTOR

2/7/45

EXECUTIVE CONFERENCE

27th Session 1944

The Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Rosen, Long, Ladd and Clegg being present, recommended the following list for attendance at the 27th Session of the FBI National Academy together with the alternates listed in the order named.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Rosen
Mr. Clegg

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/24/92 BY SP-1/K

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

EX-10

30 FEB 10 1945

WRG:val

THE DIRECTOR

February 2, 1945

THE EXECUTIVE CONFERENCE

On January 30, 1945, the Executive Conference consisting of Messrs. Long, Ladd, Clegg, Nichols, Hendon, Tracy, Rosen and Glavin considered a memorandum from Special Agent J. P. Mohr of the Administrative Division concerning the Airport Ground School.

For the Director's information, certain employees of the Bureau, particularly in the Laboratory and in the Identification Division, have enrolled in the Airport Ground School which has offices at 1221 G Street, Northwest, for the purpose of taking a course in ground training which would lead to qualifying such persons for aviation in ground work such as hostesses, et cetera. It appears the Washington Airport Ground School was a branch of the Airport Ground Schools located at 1717 North Vine Street, Hollywood Boulevard, Hollywood 28, California. The course lasted approximately a year, and the total cost of the course was \$175. Usually \$25 was paid down and the balance was paid throughout the year.

The School at the present time has discontinued classes due primarily to the fact that the President of the School has been inducted into the Military Service. It has now come to the attention of certain of the Personnel Counselors in the Bureau that this School has discounted certain of the notes given for tuition by our employees with the Interstate Bankers Corporation, Woodward Building, Washington, D. C. and collection is now being made by that Corporation. The comment has been made by a representative of the Interstate Bankers Corporation that, undoubtedly, they will settle on a very small portion of the face value of the notes if and when payment is demanded. The employees who have enrolled in these courses have propounded certain questions. They want to know (1) whether the School has discontinued entirely, (2) whether it was all right for them to pay the money to the Interstate Bankers Corporation, (3) whether they can get back the money they have paid in, and (4) whether they would be liable for the unpaid balance.

RECORDED & INDEXED 66-2554-3490

In the past the Bureau has made no detailed investigation of the Airport Ground School. We have advised certain of our employees that the School was a branch of the Airport Ground Schools of Hollywood, California. Certain of our employees have graduated from the School.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/29/92 BY [signature]

6 FEB 13 1945

MEMORANDUM FOR THE DIRECTOR

- 2 -

The Conference feels at this time that Mr. Mohr's suggestion, that the Washington Field Office be instructed to conduct inquiries at the present time in Washington with a view to determine all available information regarding the present condition of the Washington branch of the Airport Ground School, the arrangement between the School and the Interstate Bankers Corporation, the identities of our employees who appear to be obligated to the Interstate Bankers Corporation, the nature of the instrument which they signed as evidence of their obligation and other helpful information, should be approved so that we can intelligently advise our employees as to their liability. The Conference also feels that the Los Angeles Division should make similar inquiries as to the status of the Airport Ground School at Hollywood.

Should the Director approve, appropriate arrangements will be made to conduct such inquiries.

Respectfully submitted,
FOR THE CONFERENCE

OK
X
✓
Glyde Tolson

E. A. Tamm

cc - Mr. Glegg
Mr. Hendon

Copy smn

OFFICE MEMORANDUM UNITED STATES GOVERNMENT

AR:MP

TO: THE DIRECTOR
FROM: ⁰ THE EXECUTIVE CONFERENCE

DATE: January 17, 1945

SUBJECT: BUREAU BULLETIN RESTATING
SECTION 8G, Subsection 5

On January 16, 1945, the Executive Conference, with Messrs. Tolson, E. A. Tamm, Glavin, Tracy, Coffey, Clegg, Ladd and Rosen in attendance, unanimously approved the proposed Bureau Bulletin advising that the Bureau questions the desirability of instituting prosecutive action in cases in which the only evidence uncovered against the subject is handwriting identification. The Bulletin restates previous instructions incorporated in the Manual.

#323013
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DATE 2/24/92 BY *SSC/pse*

"O. K. H."

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. A. Tamm

cc-Mr. Hendon
Mr. Clegg

Attachment

RECORDED

EX-100

61-2534-3212

40521

LBN:aml

THE DIRECTOR

February 10, 1945

The Executives Conference

The Executives Conference consisting of Messrs. Tolson, Acers, Long, Gurnea, Hendon, Tamm, Tracy, Glavin, Ladd and Nichols considered the phraseology on the wanted notices presently issued by the Bureau. All the wanted notices contain the following statement:

"If you are in possession of any information concerning the whereabouts of this individual, please communicate immediately in person or by telephone or telegraph "collect" to the undersigned or to the nearest office of the Federal Bureau of Investigation, U. S. Department of Justice, the local address and telephone number of which are set forth on the reverse side of this notice."

The wanted notice is then signed by the Director.

It was pointed out that an individual on January 25rd endeavored to send a collect telegram in New York to the Bureau on an individual resembling Oscar Max Films. Western Union declined to accept the telegram. Mr. Nichols pointed out that it is the universal policy of the Communications Section not to accept collect messages unless there is a real emergency. It is necessary to enforce this rule in view of the number of crackpots and drunks who are constantly calling the Bureau.

The suggestion was made that the word "collect" be deleted from the wanted notices, and that individuals be referred to the nearest office of the FBI. Messrs. Acers and Glavin were in favor of no change; the other members of the Conference favored the change.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/24/92 BY SP-1/bee

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

68 FEB 15 1945

RECORDED
&
INDEXED

66-244-3112
FEB 14 1945

RCH:DW

THE DIRECTOR

2/13/45

THE EXECUTIVE CONFERENCE

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 2/25/12 BY SP5C/bee

The Executive Conference consisting of Messrs. Tamm, Ladd, Rosen, Long, Hendon, Tracy, Clegg and Glavin considered the question of filing fingerprints received by the Bureau on individuals who were considered subversive in Latin American countries.

Approximately 700 fingerprints have been received in the past on deportees or repatriates. These prints, since they were on odd size cards, were filed in the SIS investigative files in this building. Since the names are indexed, they would be located in such cases as the Cimpel case, where we had the name of the individual. However, should such a person as Cimpel after entry into this country be picked up on some local charge, we would not have a prior record on him in the Identification Division to be located upon the receipt of the fingerprint card.

As previously indicated by the SIS Division, arrangements have now been made to receive, where available, the fingerprints, photographs and complete information on all dangerous Axis aliens expelled from Latin America in the past or to be deported in the future. These prints in the future will be furnished on a proper size card for filing in the Identification Division. Those on past deportees, however, will probably be on improper sized cards, it being estimated there will be approximately 1,000 of such prints.

In addition there are approximately 5,600 fingerprint cards of repatriates into this country taken by the Immigration and Naturalization Service which prints are filed in the Alien Registration Section of the Identification Division.

The Executive Conference is unanimous in recommending

1. That the 700 fingerprint cards received on deportees or repatriates and filed in the SIS investigative files be moved therefrom and put on proper forms for filing in the criminal files of the Identification Division.

2. That the additional fingerprint cards which the SIS Division is arranging to receive be filed in the criminal files of the Identification Division, including the 1,000 to be received on past deportees.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

56 FEB 17 1945

3. That the approximately 5,600 cards on repatriates as previously furnished by the Immigration and Naturalization Service be moved from the Alien Registration Section into the criminal files of the Bureau.

The Conference feels that this will afford the greatest safeguard and assistance in connection with any attempts on the part of spies or saboteurs to infiltrate into the United States.

Respectfully,
FOR THE CONFERENCE

✓
Clyde Tolson

[Signature]
D. A. Tamm

CC - Mr. Clegg

OK
H.

AR:HP

THE DIRECTOR

February 13, 1945

The Executive Conference

AMERICAN LEGION COOPERATION

On February 12, 1945, the Executive Conference, with Messrs. E. A. Tamm, Glavin, Ladd, Coffey, Nease, Tracy, Hendon, Ladd and Rosen in attendance, unanimously approved the attached Bureau Bulletin requesting that the American Legion contact file in each field office be reviewed with the thought in mind of having as much coverage as possible in the post war period through American Legion Contacts in general investigative as well as in National Defense matters.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Hendon
Mr. Nease
Miss Gandy

#323413
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HEREIN IS UNCLASSIFIED
DATE 3/25/92 BY SP12/kye

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. A. Tamm

RECORDED
&
INDEXED

EX-10

Attachment

1945 172

AR:HP

THE DIRECTOR

February 8, 1945

The Executive Conference

SUGGESTION OF SPECIAL AGENT ARTHUR L. HUTCHINS,
BIRMINGHAM, ALABAMA, FIELD DIVISION, RELATIVE TO
OBTAINING ADDITIONAL SPECIMENS FOR NATIONAL
LOTTERY FILE

On February 7, 1945, the Executive Conference, with Messrs. Tolson, Glavin, Tracy, L. A. Tamm, Clegg, Ladd, Hendon, Long, Coffey, and Rosen in attendance, considered the suggestion of Special Agent Arthur L. Hutchins that field offices contact printers in their territories to obtain specimens of lottery tickets which are to be placed in the National Lottery File as known specimens, or unknown specimens to be checked against, in order that identifications could be made from instant file regarding unknown specimens forwarded to the Laboratory from the field.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Clegg
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn
Mr. Nease
Miss Gandy

RECOMMENDATION: Unfavorable - The Conference believes that the adoption of this idea is not desirable at this time. The attached letter to Agent Hutchins thanking him for his suggestion was approved.

RECORDED & INDEXED

Respectfully,
For the Conference

Clyde Tolson
Chairman

L. A. Tamm

323013
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DATE 2/25/92 BY [signature]

LBN:aml

THE DIRECTOR

February 10, 1945

The Executives Conference

The Executives Conference consisting of Messrs. Tolson, Long, Gurnea, Hendon, Ladd, E. A. Tamm, Tracy, Glavin, Ladd and Nichols considered the recommendations of Mr. Rogers and Mr. Cartwright to the effect that forms sent to the Bureau in duplicate by the Defense Supplies Corporation be kept for a period of thirty days and then be destroyed.

For the Director's information, police departments desiring to purchase firearms and other material on priority make application to the Defense Supplies Corporation. The Defense Supplies Corporation sends a communication to the Bureau in duplicate. The original is signed by Mr. Clegg for the FBI and is returned to the Defense Supplies Corporation. A copy is kept here.

Messrs. Glavin, Tracy, Ladd and Gurnea recommended that these forms be kept and placed on record, on the theory that sometime in the future a question might arise relative to the FBI approving or clearing a request by a police department for firearms, and that due to the inability of the Defense Supplies Corporation to find their communication, the Bureau might be embarrassed.

Messrs. Tolson, Long, Hendon, Tamm, Ladd and Nichols recommended that the forms not be recorded in the Files Section, but be maintained in Mr. Clegg's Office for a thirty day period and then be destroyed. It was further pointed out that in the event of any inquiry we could always go to the Defense Supplies Corporation or the War Production Board on this.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED

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DATE 2/25/92 BY SP5C/HSE

RECORDED

&

INDEXED

EX-10

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Hendon
Clegg

70 FEB 16 1945

166-2554-3416

FEB 15 1945

ADJMP

THE DIRECTOR

February 13, 1945

The Executive Conference

STATE DEPARTMENT INVESTIGATIVE SERVICE C'SIS

The Executive Conference on February 13, 1945, attended by Messrs. J. A. Tamm, Glavin, Long for Coffey, Ladd for Glegg, Tracy, Hendon, Ladd and Rosen, unanimously approved the attached Bureau Bulletin which instructs the Field offices to discontinue the distribution to law enforcement agencies of the quarterly list of delinquents and not to place wanted notices with law enforcement agencies in lieu of the quarterly list. The bulletin further points out the necessity for each Field office maintaining the interest and cooperation of law enforcement agencies in questioning and reporting persons taken into custody without proper registration and classification cards.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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Respectfully,
For the Conference

RECORDED & INDEXED
Glyde Tolson 172
Chairman
66-1554-3477
D. G. Tamm

Attachment

172

AB:MP

THE DIRECTOR

February 13, 1945

The Executive Conference

SUGGESTION FOR DECREASING THE BUREAU'S
EXPENDITURES FOR TELETYPE IN SELECTIVE
SERVICE CASES, SUBMITTED BY SPECIAL AGENT
DON H. HARLEY, ST. LOUIS, MISSOURI

The Executive Conference, on February 12, 1945, attended by Messrs. E. A. Tamm, Glavin, Long for Coffey, Acers for Clegg, Tracy, Hendon, Ladd and Rosen, considered the suggestion that our present procedure in handling no-card Selective Service cases be changed and that instead of using the teletype system which we presently are using we change to the use of telegrams and utilize code messages.

The proposal will not save the Bureau any money. This matter has been taken up with the Communications Section of the Bureau and they are in accord that our present system is satisfactory and that no change should be made.

RECOMMENDATION - Unfavorable. The Conference unanimously agreed that it was not believed desirable to place the suggested method into effect at the present time and there is attached hereto a letter to Special Agent Don H. Harley acknowledging his suggestion and advising him in the premises.

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. A. Tamm

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/25/92 BY SP5C/bce

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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&
INDEXED
196

EX-22

66-2554-3498

74 FEB 16 1945

172

WRG:val

THE DIRECTOR

February 13, 1945

THE EXECUTIVE CONFERENCE

On February 9, 1945, the Executive Conference consisting of Messrs. E. A. Tamm, Ladd, Long, Gurnea, Acers, Nichols, Hendon, Tracy and Glavin, considered the desirability of including in certain of our specialized training schools NPA graduates who are now members of the Special Agent staff.

It was pointed out to the Conference that there are a few of the NPA graduates who are Special Agents, are well qualified as Special Agents and who, undoubtedly, will wish to stay with the Bureau after the war period. It was further pointed out that, undoubtedly, the Bureau will wish to retain the services of certain of these individuals.

The Conference, therefore, felt that there should be no objection to having certain of the well qualified NPA graduates, who are now Special Agents, included for specialized training. Three of these Agents have been included in the Traffic Instructors' School which convened February 11, 1945.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

EX - 22

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ALL INFORMATION CONTAINED
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DATE 2/25/92 BY SP5C/KCC

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

74 FEB 16 1945

WEG:val

THE DIRECTOR

February 14, 1945

THE EXECUTIVE CONFERENCE

On February 8, 1945, the Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Gurnea, Nichols, Acers, Ladd, Long, Rosen and Glavin considered a suggested communication to all Special Agents in Charge concerning in-service training for Special Agents wherein the Bureau instructs all Special Agents in Charge to confer with Special Agents returning from in-service training for the purpose of going over in review matters which had been taken up in the in-service courses at Washington.

The Conference recommends approval of the letter attached hereto.

Respectfully submitted
FOR THE CONFERENCE

#323,013
ALL INFORMATION CONTAINED
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DATE 2/27/92 BY SPIC/BCE

Clyde Tolson

E. A. Tamm

Attachment

cc - Mr. Clegg
Mr. Hendon

RECORDED & INDEXED

EX-10

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

LBN:aml

THE DIRECTOR

The Executives Conference

February 14, 1945

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 3/25/92 BY SP-6/bce

The Executives Conference consisting of Messrs. Tolson, Long, Ladd, Acers, Rosen, Hendon, Tracy, Glavin and Nichols considered Mr. Nichols' suggestion regarding the training of additional Agents to handle surveys of police records, which are presently being handled by Mr. Harbo's Office of the Bureau.

It was pointed out to the Conference that from time to time it is necessary to check statistical data submitted by police departments, survey existing police records and assist police in setting up a uniform records system. Recently the Bureau adopted the policy of extending our survey facilities to cities ranging from ten to 25,000. Heretofore, the service was extended only to cities in excess of 25,000.

It was accordingly suggested that the present school for Traffic Instructors be extended five days in order to give those in attendance the specialized instruction necessary to do this work. It is contemplated that upon the completion of the school and the training, these Agents will be used for the simpler jobs until they have acquired experience. In addition, whenever Mr. Harbo or Mr. Leonard make surveys of police records systems one of the Agents receiving the training can assist in making the survey, and thus acquire the additional experience which over a period of time will equip a group of Agents assigned in the various field offices with the experience and ability to make the surveys and render the services now presently handled out of the Bureau headquarters, all of which will of course be carried on under the Bureau's direct supervision.

Those in attendance were unanimous in recommending that the present class of Traffic Instructors be extended five days in order to permit this additional instruction, with the understanding that in the event any of the Agents in attendance have commitments or have definite plans and are desirous of leaving upon the completion of the prescribed traffic course, that they be excused.

For the Director's information, there are thirty members in the class. In the event some of them could not remain over for this instruction at a subsequent school of police instruction an additional group could be trained.

RECORDED

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66-2554-35

INDEXED

This has previously been discussed with Mr. Clegg, who was not in attendance, but who approved the procedure.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

CC Mr. Hendon
Mr. Clegg

Respectfully,
For the Conference

Cliff Tolson

E. A. Tamm

AD:MP

THE DIRECTOR

February 13, 1945

The Executive Conference

INSTRUCTIONS IN HANDLING OF DESERTER CASES

On February 12, 1945, the Executive Conference, with Messrs. E. A. Tamm, Glavin, Long for Coffey, Acers for Clegg, Tracy, Hendon, Ladd and Rosen in attendance, unanimously approved the four attached Bureau Bulletins which set out in detail the procedure to be used in handling Deserter cases and which are entitled as follows:

1. NAVAL, MARINE AND COASTGUARD DESERTERS AND DESERTER-HARBORING INVESTIGATIONS
2. DESERTERS - REFERRALS TO CIVIL OFFICERS BY ARMED SERVICES FOR APPREHENSION AND DELIVERY
3. DESERTERS - ALL TYPES - TELETYPES TO BUREAU REGARDING LOCATION OF
4. DESERTER CASES - NECESSITY FOR CARRYING ARMED SERVICE SERIAL NUMBER IN TITLES ALL COMMUNICATIONS.

323,613
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HEREIN IS UNCLASSIFIED
DATE 2/25/92 BY SP5CJ/PLC

Respectfully,
For the Conference

Clyde Tolson
Chairman

E. A. Tamm

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
&
INDEXED

EX-18

135

66-2554-3502
FEB 16 1945

111:421

THE DIRECTOR

2/16/45

EXECUTIVE CONFERENCE

CHIEF OF POLICE CLIFFORD L. FLEMING
PLATTSBURG, NEW YORK

The Executive Conference on February 13, 1945, those present being Messrs. Tolson, Tamm, Glavin, Hendon, Tracy, Gurnea, Rosen, Nichols, Ladd, Long and Acers, considered the recommendation of SAC Morgan of the Albany Office that Chief of Police Clifford L. Fleming of Plattsburg, New York, Police Department be extended an invitation to attend the April Session of the FBI National Academy.

SAC Morgan stated that some time ago he was in Plattsburg, New York, which is near the Canadian border and one of the most important cities in that area, at which time he talked to Chief Fleming concerning the possibility of his attending the FBI National Academy. At this time Fleming was interested in attending but the Mayor and the Councilmen could not get together on paying his expenses. Morgan has just been advised that an outstanding citizen and an associate have indicated they will make the necessary funds available for Fleming to attend the Academy.

Plattsburg is a summer resort area and the Chief must attend the April 1945 Session of the Academy or he will have to wait until the next winter session of the Academy.

Morgan stated there is a Resident Agent at Plattsburg and that he would very much like to see special attention given to Fleming's attending the April Session.

The Conference was of the unanimous feeling that Chief Fleming's name should be placed high in the list of alternates so that in the event one of the candidates on the approved list could not attend, Fleming would be extended an invitation. If the Director concurs, this will be done.

Respectfully,
For the Conference

Clyde Tolson

L. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc: Mr. Hendon
Mr. Clegg

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THE DIRECTOR

2/15/45

THE EXECUTIVES' CONFERENCE

In the present session of the FBI National Academy is Detective William Thompson of the Toronto, Ontario, Police Department. His Chief is Brigadier General D. C. Draper, who is President of the International Association of Chiefs of Police. This class is scheduled to graduate on April 14, 1945. Thompson is an industrious and interested student and there is every likelihood that he will graduate successfully.

The Executives' Conference recommended:

- (1) That the Canadian Ambassador be invited to be present at the graduation and to be seated on the platform. The Ambassador is Mr. Leighton McCarthy concerning whom favorable comments were made by Mr. Ladd at the conference.
- (2) That Brigadier General Draper, Chief Constable at Toronto, be invited to be present at the banquet preceding the graduation, at the graduation and that he also be seated on the platform. His being seated on the platform is recommended because he is a foreign police official and President of the International Association of Chiefs of Police combined.

If this is approved, appropriate invitations to both the Ambassador and to General Draper will go forward in due course of time.

Those present at the Executives' Conference on February 15, 1945, were the following: Messrs. Tolson, Glavin, Gurnea, Tracy, Nichols, Hendon, Ladd, Long and Clegg.

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Respectfully,
FOR THE CONFERENCE

Clyde Tolson

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cc - Mr. Clegg
Mr. Hendon

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THE DIRECTOR

February 16, 1945

THE EXECUTIVES' CONFERENCE

The Executives' Conference, those present being Messrs. Tolson, Long, Ladd, Nichols, Hendon, Tracy, Gurnea, Pennington, Glavin and Clegg, considered the use which has recently been made of the dormitory in the FBI Annex at the Armory. The dormitory was originally prepared because of the housing shortage in Washington and it was sorely needed for In-Service Agents and new Agents. Effective with the class beginning on December 11, 1944, the question as to whether the students should remain in the dormitory until all space was taken was made voluntary rather than compulsory. For the past 6 weeks the total number who have volunteered to stay in the dormitory has been as follows: 17, 15, 6, 7, 1, 8.

The Conference felt that this use of the dormitory space was inadequate to justify its retention as a dormitory and it was unanimously recommended that this room be converted into a classroom for the Training and Inspection Division, and the room presently being used as a classroom on the first floor of the Justice Building, #1266, would be given up for other Bureau activities. This was unanimously agreed to since it was felt that this small number of men now using the space would be able to find hotel, apartment, or rooming house accommodations in Washington.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

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DATE 7/25/92 BY [signature]

CC., Mr. Clegg
Mr. Hendon

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Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Egan _____
Hendon _____
Pennington _____
Quinn Tamm _____
Nease _____
Gandy _____

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URG:val

THE DIRECTOR

February 16, 1945

THE EXECUTIVE CONFERENCE

On February 14, 1945, the Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Ladd, Nichols, Hendon, Gurnea, Tracy, Long, Clegg and Glavin considered the attached form communications - one a letter to all Special Agents in Charge and a memorandum to all Assistants to the Director and Assistant Directors - concerning annual efficiency ratings for the calendar year ending March 31, 1945.

These two communications explain in detail the necessary steps which must be taken in the preparation of efficiency ratings, and the Conference recommends that the suggested letters as prepared be approved and immediately transmitted.

Respectfully submitted,
FOR THE CONFERENCE

#323813
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DATE 2/25/92 BY [signature]

Clyde Tolson

E. A. Tamm

Attachments

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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THE DIRECTOR

2/16/45

0-~~EXHIBIT~~ ONE

DIRECTOR OF
CHARLES D. SCHILDECKER
HUMAN RIGHTS

The Executive Conference on February 13, 1945, those present being Messrs. Tolson, Tamm, Glavin, Hendon, Tracy, Gurnea, Rosen, Nichols, Ladd, Long and Acers, considered the suggestion of Special Agent Charles D. Schildecker that the classification of cases setting forth the classification number and character be included in the FBI Handbook.

According to Agent Schildecker, there is a need for the agents to check this information numerically. It was pointed out to the Conference that both the classification number and the character are set forth in the ~~Handbook~~ under each individual section of a particular type of case.

Mr. E. A. Tamm pointed out that it would rarely be necessary for an agent to refer to classification number, in which event such information is contained in the Manual of Rules and Regulations. Mr. Tolson did not believe that the inclusion of this material would justify the enlargement of the FBI Handbook, its present convenient size being highly desirable. For the Director's information, it would require at least one full page to include this material.

Those in favor of including the classification number and character set forth numerically in the FBI Handbook were Messrs. Nichols, Hendon, Gurnea, and Long. Those opposed were Messrs. Tolson, Tamm, Glavin, Ladd, Tracy and Acers.

If the Director concurs with the majority, a letter to Agent Schildecker is attached.

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc: Mr. Hendon
Mr. Clegg

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E. A. Tamm

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REL:EM

THE DIRECTOR

February 16, 1945

THE EXECUTIVE CONFERENCE

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DATE 2/25/92 BY SP5CJ/KCE

The Executive Conference consisting of Messrs. Tolson, Glavin, Gurnea, Tracy, Nichols, Hendon, Clegg, Ladd, and Egan, were advised that Special Agent Charles A. Appel, Jr., of the Document Section of the Laboratory had suggested that the examiners assigned to the Major Case Squad be permitted to make complete and final examinations of evidence in the field, requesting only such assistance from the Laboratory as may be necessary because of the limitations of the equipment in the field.

It was pointed out to the Conference that the general rule is that Laboratory examiners are not permitted to make scientific examinations of evidence any place other than in the Laboratory at Washington, D. C. This rule has been in effect for years and is considered to be a wise one due to a general lack of adequate equipment and assistance, and it prevents accidents from examinations on behalf of the defense, etc. The Conference was also reminded of the rule in the Laboratory in connection with handwriting examinations requiring the concurrence of three examiners for identification, which rule is in effect in order to keep such handwriting opinions conservative, and past experience has shown this to be a wise rule, also enabling more than one examiner to be available for testimony when the principal examiner has a prior commitment. It was also pointed out to the Conference that the Laboratory men assigned to the Major Case Schools are assigned there as general Laboratory men to be the liaison representatives between each Major Case Squad and the Laboratory, handling the evidence, preparing it for shipment to the Laboratory and rendering advice generally of a scientific nature and particularly within their specialties. It is not intended that the Laboratory men be confined to his specialty, although the document identification specialists are presently in each school and to their being so such evidence to be handled within their specialty they are still considered and function as general Laboratory technicians.

Special Agent Appel just completed the Major Case School training and in a letter to you comments upon the rule to the effect that no positive decision is to be made by a document man on handwriting comparisons in the field, his decision being tentative only and pending the complete analysis in the Laboratory with its attendant two or three day decision, depending on whether it is an identification or no identification. He pointed out that this rule is, of course, even relaxed at times, but in his letter he took rather violent exception to the rule rather generally and stated that there appears to be no greater reason for completely duplicating document examinations than there is for duplicating chemical examinations or, indeed, duplicating the activities of any Bureau representative. In this connection it was pointed out to the Conference that there is no justifiable reason for in chemical examinations, whereas in handwriting examinations there is a great deal of personal interpretation and opinion that goes into the results.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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Memorandum for the Director

February 16, 1945

It was the opinion of the Conference that the present rules in existence should continue, and that when circumstances were such that it was felt there should be an exception this could be considered as an individual matter. Further, that Laboratory men assigned to Major Case Squads should be consultant technicians, being permitted to make preliminary examinations within their specialty for investigative purposes only, the results of which would be verbally made available immediately to the person in charge of the Major Case Squad, but that the official examination and official report would be made in the Laboratory at Washington, D. C.

If you concur there is attached a letter to Special Agent Appel thanking him for his suggestion.

Respectfully,
For the Conference

Attachment


Clyde A. Tolson


E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

HHC:amr

THE DIRECTOR

February 16, 1945
(Exec. Conf. of 2/9/45)

THE ⁰EXECUTIVES' CONFERENCE

The San Diego Office has advised that the Vocational Education Division of the State Department of Education of California will grant high school credit to officers attending the Santa Ana Police School if an officer is permitted to keep attendance records so that a certification can be made as to the actual attendance of each student who desires credit for the completion of high school work. SAC Murphy recommends that the Bureau interpose no objection to this. The Executives' Conference recommended favorably and a letter has been prepared to SAC Murphy approving this project since it has been pointed out that the State Department of Education would exercise no control whatsoever over the school or the program which is operated exclusively by the FBI.

In addition, the recommendation was made that SACs be informed that high school or college credits might be granted by State Departments of Education for work completed in field police schools conducted by the FBI. It was believed worthwhile that each field office contact the State Departments of Education in order to make arrangements for the acceptance of suitable credits by the State Department of Education for either high school work or college work depending upon the progress which had been made previously by the student. This would mean that a police officer who had not yet finished high school would have acceptable credits applied toward his completion of high school but that a student who had completed high school work would have the acceptable credits approved for a completion of certain work believed to be equivalent to college work. If this is approved, there is attached hereto a letter to all SACs accordingly.

Those present at the Conference were Messrs. E. A. Tamm, Glavin, Tracy, Hendon, Long, Ladd and Clegg.

Respectfully,
FOR THE CONFERENCE

RECORDED & INDEXED

Clyde Tolson

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21 FEB 21 1945

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg CC. Mr. Clegg
Mr. Coffey
Mr. Glavin Mr. Hendon
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Attachment

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THE DIRECTOR

February 19, 1945

EXECUTIVE CONFERENCE

The Executive Conference consisting of Messrs. Tolson, Glavin, Pennington, Egan, Hendon, Clegg, Long, Nichols, and Tracy, were advised that Radio Monitoring officer George T. Finger has suggested a change in the radio monitoring log to include three columns which will reflect the signal strength and the readability of a station being monitored and indicate the amount of interference from other stations.

It was pointed out to the Conference that Radio Monitoring officer Finger, who is assigned to the Radio Section of the Laboratory, is presently at Honolulu running a monitoring test in connection with certain enemy stations in which the Bureau has an interest, the test being for the purpose of determining whether they can best be heard at Honolulu, Anchorage, or Portland. Therefore, we are interested in the three items mentioned. However, as a general rule such information is not of sufficient interest in monitoring to require this information.

Therefore, it was the unanimous opinion of those present that the monitoring log should not be changed, but that Finger could use the form he suggested in connection with his present project, it being pointed out that the Special Agent in Charge at Honolulu had authorized him to do so.

If you approve, there is attached a letter to employee Finger thanking him for his suggestion.

Respectfully,
For the Conference

Attachment

Clyde A. Tolson

CC-Mr. Clegg

Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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THE EXECUTIVE CONFERENCE

February 19, 1945

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DATE 2/25/92 BY SP5C/6C

The Executive Conference consisting of Messrs. Tolson, Glavin, Pennington, Curnea, Hendon, Clegg, Ladd, Nichols, and Tracy, were informed of the suggestion of Special Agent Leslie L. Murphy of the Kansas City Field Division that the Laboratory in describing fraudulent checks in Laboratory reports include the last endorser in the description.

Special Agent Murphy made the suggestion pointing out that in the Laboratory fraudulent check cases many checks, identical on their face, are involved in a case. The Laboratory in the reports, in addition to giving to such checks a questioned or known specimen number, describes them as to maker, payee, amount, date, and bank on which drawn, or any other descriptive information considered necessary in order to distinguish the checks one from another.

It was pointed out to the Conference the instructions are that questioned and known specimens should be adequately described in addition to the number given to them. It was also pointed out the requirement that the last endorser be listed would entail unnecessary work in that the checks in most cases would be adequately described without this endorser, and in some cases the listing of the endorser might not adequately describe the check if the last endorser were identical with that on other checks involved.

It was the unanimous opinion of those present that the present rule in the Laboratory to the effect that the examiner should adequately describe the specimens examined should remain as is, and that no rule such as the listing of the last endorser as suggested by Special Agent Murphy be laid down since in most cases it would be unnecessary and in some cases would not be sufficient. Since there has undoubtedly come to Special Agent Murphy's attention some particular case where there was a possible failure to adequately describe specimens, it is again being called to the attention of the Laboratory personnel that great care should be given to this matter.

If you approve, there is attached a letter to Special Agent Murphy thanking him for this suggestion.

Respectfully,
For the Conference

RECORDED
& INDEXED
Clyde A. Tolson

E. A. Tamm

Attachment
Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____
P. Clegg
P. Hendon

THE DIRECTOR

February 21, 1945

THE EXECUTIVE CONFERENCE

RE: PORTABLE-MOBILE FREQUENCY MODULATION EQUIPMENT

The possible purchase of certain portable-mobile frequency modulation radio equipment was proposed to the Executive Conference, Messrs. Tolson, E. A. Tamm, Glavin, Hendon, Tracy, Curnea, Rosen, Nichols, Ladd, and Long, being present.

It was pointed out to the Conference that the equipment to be discussed hereinafter was designed to furnish concentrated and highly efficient communications within an operating area of twenty-five to fifty miles radius, giving on-the-spot coverage in the Bureau's investigative problems, offering a tie-in with police facilities on a localized basis only. This equipment is entirely portable and mobile, meaning equipment that can be either carried by an Agent or installed in automobiles, station wagons, or trucks, and will tie in with any fixed installations previously recommended or to be recommended in the future. It was pointed out to the Conference that the use of this equipment was applicable to many of the Bureau's investigative problems, particularly surveillances, raids, terrain searches, extortion, road blocks, hijacking, etc. It was pointed out that the use of this equipment encompasses the use of a single channel presently established and authorized exclusively for Bureau work on frequency 40,180 kilocycles predicated upon the full and exclusive use of frequency modulation equipment which permits the operation of a number of units without interference from one another with the strongest signal predominating. Further, that all of the equipment has been suggested having in mind its dependability and simplicity of operation, enabling Special Agents to be able to operate this equipment with very little training.

Specifically, it was proposed that the following equipment be ordered to be strategically distributed among the various field divisions as shown on the attached list:

50 miniature radio receiver-transmitters - designed for concealed operation on the person of an Agent. This equipment has an operating range which would vary in accordance with the terrain encountered from a block to one-half mile. At the present time only two engineering models of this equipment are available to the Bureau. These models have been utilized and found practicable.

100 handy-talkies - These units are complete communication radio transmitter and receiving units designed to be carried in the hand during operation, much in the manner of a standard telephone instrument. The operating range of this equipment is generally in the vicinity of one mile. The Bureau has none of this equipment at the present.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Vohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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February 21, 1945

- 30 walkie-talkies - These units likewise are complete transmitter-receiver combinations designed for portable operation and more powerful than the handy-talkies. The operating range of this equipment averages about five miles. The Bureau presently has 30 units of this general type but they are not frequency modulation, the frequency modulation units having been developed during the present war. The equipment of this nature that the Bureau presently has has been found very practicable and put to good use.
- 30 sixty watt portable stations - These units are complete transmitter-receiver combinations designed to be operated from a fixed location where 110 volts lighting current is available. These units are capable of covering extended areas with exceptional ranges for the power employed and are portable in that they can be transported in and out of plants and set up as a central station with either an inside or outside antenna. The Bureau presently has a total of 35 of these units on hand or on order and they have proven themselves most practicable and useful.
- 200 two-way radio car sets - These units will be identical to the existing 250 sets now in the possession of the Bureau except they will be approximately twice the power of the existing units. This equipment will be installed in present Bureau automobiles not so equipped and this increased number of automobiles with two-way radio equipment is believed necessary in order to tie in with this present proposal.
- 5 mobile headquarters stations - each to consist of a station wagon containing a high-powered FM radio broadcasting and receiving station completely self-powered. Thus these high-powered stations may be taken to any point where control facilities are required regardless of whether commercial power facilities are available. These units will be equipped with a sectionalized 50-foot antenna mast which could be erected in thirty minutes by three men and taken down in even less time. The Bureau presently has no units of this type.

It was pointed out to the Conference that many of the Bureau's communications problems are such in nature that the scene of operation is confined to a relatively small area. In covering this type of situation it is contemplated that one of the above indicated mobile headquarters stations would be moved into the area in question to serve as the control or headquarters station, coordinating the activities of Agents equipped with miniature transceivers, handy-talkies,

Memorandum for the Director

February 21, 1945

walkie-talkies, or two-way radio cars. The use to which this equipment could be placed in a number of investigative instances, an example being the Cash Kidnaping Case, was discussed.

The question of possible obsolescence of this equipment immediately following the war was discussed and it was pointed out that the miniature transceivers were developed in the Bureau's Laboratory during war time; the handy-talkies and the new type walkie-talkies are war time developments for the armed services; the portable sixty watt stations were developed within the last few years to meet a specific need of the Bureau; and the radio equipment to be placed in the two-way radio cars and the station wagons will be standard police radio equipment. Therefore, no problem in this regard is anticipated.

A more detailed discussion relative to this equipment and its application is found in the attached material captioned "Portable-Mobile III Radio Equipment".

The estimated cost of the equipment contemplated in the above proposal would be approximately \$200,000.

It was the unanimous recommendation of the Conference that this equipment be purchased so that the field might have the benefit of the increased efficiency which such improved communications would make possible. Mr. Coffey was not present at the Conference but voiced his approval of this plan and stated that he felt the plan should be referred to a group of Special Agents in Charge for their opinions and suggestions. In this connection it is desired to point out that the heads of the two investigative divisions have previously carefully perused the plan and voiced their agreement.

If you approve the plan the necessary specifications will be drawn up and orders placed.

Respectfully,
For the Conference

Attachment

Clyde A. Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

RE: DISPOSITION OF EQUIPMENT PER FM PORTABLE-MOBILE PROPOSAL

A. Miniature Transceivers (Combination Transmitter-Receiver)

1. Number proposed: 50
2. Assignment: in pairs
3. Location

| | |
|----------------|---|
| Washington | 6 |
| New York | 4 |
| St. Louis | 2 |
| New Orleans | 2 |
| Denver | 2 |
| San Francisco | 2 |
| Portland | 2 |
| Miami | 2 |
| Chicago | 2 |
| Detroit | 2 |
| San Diego | 2 |
| Los Angeles | 2 |
| Newark | 2 |
| Salt Lake City | 2 |
| Boston | 2 |
| Philadelphia | 2 |
| Baltimore | 2 |
| Seattle | 2 |
| Richmond | 2 |
| Cleveland | 2 |
| Omaha | 2 |
| San Antonio | 2 |

B. Handy-Talkies (Combination Transmitter-Receiver)

1. Number proposed: 100
2. Assignment: in pairs
3. Location: even distribution

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ENCLOSURE

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C. Walkie-Talkies (Combination Transmitter-Receiver)

1. Number proposed: 30
2. Assignment: in pairs
3. Location

| | |
|---------------|---|
| Washington | 6 |
| New York | 4 |
| St. Louis | 2 |
| New Orleans | 2 |
| Denver | 2 |
| San Francisco | 2 |
| Portland | 2 |
| Miami | 2 |
| Chicago | 2 |
| Detroit | 2 |
| San Diego | 2 |
| Los Angeles | 2 |

D. 60 Watt FM Stations (Combination Transmitter-Receiver)

1. Number proposed: 30 additional
2. Assignment: generally singly with exception of extra units held at Bureau and two each at key radio station points for communications.

E. Two-Way FM Cars (Combination Transmitter-Receiver)

1. Number proposed: 200 additional
2. Assignment: added to offices in accordance with present proportion of two-way units to office cars

F. Mobile Stations, FM 250 Watt (Combination Transmitter-Receiver)

1. Number proposed: 5
2. Assignment: singly to best suited geographical locations and proximity to associated FM equipment
3. Location

| | |
|-------------|---|
| New York | 1 |
| Detroit | 1 |
| New Orleans | 1 |
| Denver | 1 |
| Los Angeles | 1 |

PORTABLE-MOBILE FM RADIO EQUIPMENT

I - SYNOPSIS

Predicated upon the expressed need by the Director for real communications, there is outlined a complete portable-mobile system which will accomplish this purpose. The report includes a preface dealing with the problem, a discussion of radio as an investigative aid, scope of application, frequency requirements, details of the portable-mobile organization, and finally a brief discussion of possible investigative applications.

II - DETAILS

A. Preface

This report is predicated upon the expressed need by the Director for real radio communications as noted on your memorandum to the Director dated September 10, 1944. In order to meet any crisis which may arise investigatively to which radio methods could be employed and in order to obviate the characterization of Bureau communications as "horse and buggy" at least from the portable-mobile investigative radio communications standpoint, there is proposed herewith a system of portable-mobile radio which would allow the Bureau to face the law enforcement agencies of the nation in this field--as should be the case. The plan should be considered as a whole inasmuch as the goal sought can only be attained with the complete integrated system.

B. Radio As Investigative Aid

1. Necessity

In order to progress, rather than regress, law enforcement must necessarily expand its radio facilities, rather than find excuses for curtailment of the existing services. Police radio in the hands of capable officers has already proven itself as an incalculable aid to the law enforcement officer, and, therefore, no elaboration along these lines need be made at this time. It should be pointed out, however, that the mere possession or presence of radio equipment in no instance apprehends the criminal. It must be intelligently worked. Radio administration, such as dispatching, must be just as perfect as radio engineering in executing assigned tasks. Excellent investigative results can only be obtained through the efforts of alert, experienced and well-trained law enforcement officers capable of recognizing situations wherein radio applies and utilizing dependable, practical radio equipment. In the Bureau, these results are most desired in the form of dependable communications between individual Special Agents or groups of Agents and supervising officers.

2. Operational Requirements

The average Special Agent, like the average law enforcement officer, is not a technician. Naturally, he has an average comprehension of technical equipment and electrical devices. Consequently, his primary requirements are,

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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in addition to dependable equipment, extreme simplicity of operation. The radio patrolman, for example, has a single frequency receiver tuned to his local police department transmitter with but a volume control and an "on-off" switch to manipulate. Each call on that particular channel pertains to men in his department. From these calls he extracts those which pertain to him. It follows that from the practical and from the engineering standpoint it is necessary to keep the equipment operation and the system employed as simple as possible.

In our case, one reason for this stipulation is the minimum training necessary before Special Agents can operate the equipment perfectly; secondly, inasmuch as the controls are simple, the investigator gains confidence in manipulating the equipment himself and hence greater investigative use is made of radio. From the investigative standpoint, simple operation means less attention need be diverted to the maintenance or adjustment of equipment whereas more attention can be directed to investigative analysis of the situations as they arise. Together, it is obvious that the goal to be obtained in investigative equipment is simple, straightforward operation requiring a minimum of adjustment.

3. Types Of Cases Where Applicable

Some cases, where radio could be used to greater advantage, are set forth below:

1. Surveillances
2. Raids
3. Terrain searches, fugitives, escaped prisoners of war, deserters
4. Extortion
5. Road blocks
6. Hijacking
7. Confidential installations
8. Contacting confidential informants
9. Guarding sabotage scenes
10. Guarding train wreck sites

C. Scope Of Application

1. Portable-Mobile

The observations contained herein pertain strictly to that phase of radio application which can be described as portable-mobile. In other words, radio equipment which can either be carried by an Agent or that which is installed in an automobile, station wagon, or truck.

2. Receiving Problem Only

The problem of furnishing adequate receiving facilities for the 3,000 Bureau automobiles throughout the Field is being handled as a separate and distinct problem following an extensive survey of the Field receiver sets necessary to receive all available police transmitting services.

3. Fixed Service

Still another separate proposal is the establishment of a real radio service throughout the Field, namely, a tie-in with any and all police transmitters, regardless of frequency changes brought about by the installation of new equipment, by means of centrally located Bureau stations operating on a common frequency to crystal-controlled receivers in all Bureau cars. Monitoring of any and all police channels, regardless of frequency or type, would take place within the stations themselves, thus eliminating the requirement of Special Agents listening to a great multitude of channels and irrelevant police material.

D. Frequency Requirements

1. Channels

In consideration of the portable-mobile problem, this proposal encompasses the use of a single channel presently established and authorized exclusively for Bureau work on 49,180 kilocycles.

2. Type

The proposal would make use of frequency modulation exclusively on this channel. The entire portable-mobile system is predicated upon the full and exclusive use of frequency modulation for two primary reasons:

1. That any number of units, transmitting and receiving, can be operated in a given area without interference with one another. (This is not true of amplitude modulation equipment, especially the old type Walkie-Talkie wherein the operation of several of these receivers within a given area causes interference between units.)
2. If two or more equipments are attempting to transmit simultaneously, the strongest will take control of the receiver and be understood perfectly, whereas, in amplitude modulation equipment, two transmitters in simultaneous operation on a single frequency cause nothing but interference and neither will be understood.

E. Portable-Mobile Organization

There follows a proposed organizational structure from the radio equipment standpoint which would handle situations arising in the types of cases outlined under II-B.-3. It is believed that the organization as outlined would furnish the Bureau with a means of real communication not only between its investigative Agents, but to and from local or state police organizations when desirable in the areas affected.

1. Miniature Transceivers

The miniature transmitting and receiving devices incorporated as a part of the above mentioned structure would be capable of concealment on the person of an Agent with reception afforded by a hearing-aid ear plug. From all exterior appearances, there would be nothing to connote the presence of a radio transmitting and receiving set. The frequency would be controlled to 40,180 kilocycles and the operating range would vary in accordance with the terrain encountered from a block to one-half mile. Two engineering models already are available. Fifty units eventually should be made available to the Field. Advantages: Concealment of the equipment. Limitations: Operation to and from one Agent only; short operating range.

2. Handy-Talkies

The handy-talkie unit is both a transmitter and receiver normally carried in either hand and operated in the manner of holding a French type telephone handset. Reception would be afforded by an earpiece mounted in the side of the equipment. Entirely self-contained, these units would be FM on 40,180 kilocycles with a greater operating range than afforded by the miniature transceivers. This range generally would be in the vicinity of one mile. None are presently available. One hundred units eventually should be maintained as part of this plan. Advantages: Simplicity of operation; ready portability by the Agent; Agent could operate it in any position such as running, crawling, and so forth; higher power available than with the miniature transceiver. Limitations: Operating range; operation to and from one Agent.

3. Walkie-Talkies

The walkie-talkie units to be used would be frequency modulated, capable of operating on 40,180 kilocycles, entirely self-contained, and able to perform with extended ranges averaging above five miles. These units represent the perfect transmitter and receiver unit for squad work where portability is important, but where speed over the terrain is not so essential. None are presently available. It is noted that in the past, Special Agents in Charge indicated that no more walkie-talkies were desired; however, as a matter of record, three Field Divisions within one week have placed wire expedite orders for from two to four units. It is believed that FM walkie-talkies are essential. Any number can be operated in the same area without mutual interference. This is not the case with the present model walkie-talkies in that their design does not provide this feature. Thirty should be made available to the Field. Advantages: The maximum range for portable equipment of this type is obtained in these units; non-interfering; incorporates FM reception; simplicity of operation. Limitations: These units are portable, but not sufficient for rapid movement such as would be possible with the handy-talkie.

4. Fifty Watt Two-Way FM Cars

Operating on a single frequency channel of 40,180 kilocycles, this plan proposes that two-way radio cars be equipped with fifty watt FM transmitters and FM receivers. This equipment would be identical with the present two-way cars except that advancement is made evident in the increase of power from 25 watts to 50 watts. Three hundred units presently have 25 watt FM transmitters and receivers. It is recommended that a total of 500 cars be so equipped. (Michigan State Police alone have 260).

5. Sixty Watt Portable Stations

Each of these equipments consists of a compact transmitter and receiving unit operated from 110 volt sources and having an FM 60 watt transmitter, along with an FM receiver, both operating on a single channel of 40,180 kilocycles. These units are capable of covering extended areas with exceptional ranges for the power employed and, further, are portable in that they can be transported in and out of plants and set up as a central station with either an inside or outside type of antenna. A further modification of these units is proposed here in order to install the present equipment in small trunks or foot lockers, thus affording a device to the equipment many times necessary in transporting it in and out of buildings, hotels, and so forth. The Bureau already has twenty undesignated units and it is proposed that at least thirty additional units be furnished to the Field. Advantages: Extreme ease of installation and operation; power with extended transmitting ranges; movable; the perfect plant installation. Limitations: Cannot be moved rapidly as the handy-talkie or walkie-talkie; operates only from 110 volt sources.

6. 250 Watt Station Wagon Equipment

Equipment proposed in this category to round out the requirements for complete investigative coverage by radio for the types of cases cited would entail the use of a standard station wagon, other than Ford, into which a 250 watt FM transmitter, along with an associated FM receiver, is installed and powered by means of a 2000 watt emergency gasoline-driven generator. In addition, an AM-FM monitoring receiver, along with a low frequency AM monitoring receiver, would be incorporated to pick up any local or state police transmissions in which the operators would be interested. Further, two telephones would be installed with the required accessories for connecting these phones to local land lines while in operation from fixed positions. When using this unit as a control station over the area of operation, direct telephone contact to the headquarters station, either with a Special Agent in Charge or with the Bureau, would provide on-the-spot coverage for any official. Finally, in order to complete this complement of equipment, a sectionalized 50-foot antenna mast of approximately three inches diameter would be carried in the station wagon to support the transmitter and receiving antenna. The sectionalized unit could be erected in thirty minutes by three men and taken down in even less time. The Bureau has none of these units available at the present time. It is believed that five should be incorporated in the plan. Advantages: Complete radio station facilities with adequate power for any local coverage; enables monitoring of any police signal, thereby tying in with any police department by furnishing them a receiver on our frequency, if such a tie-in is desired; affords telephone connection directly with the Special Agent in Charge or with Bureau at the scene of action; has extensive broadcast and receiving range.

7. Radio Trucks

The two radio trucks presently available could fit into this plan in an auxiliary capacity in those cases where broadcasting on AM, or amplitude modulation, to cars having only AM police type receivers is desired. Otherwise these units would not become a part of the control network.

F. Applications - Detail

1. Surveillances

Covered by miniature transceiver, two-way cars, and 60 watt portable stations. For example, in those cases in which the Subject is operating from a fixed residence with the entrance covered by visual means by a Special Agent in a plant so located that visual coverage can be obtained and the plant maintaining a 60 watt portable station, any information with regard to the Subject's activity can be relayed through land telephone lines to the Office. When the Subject departs from the fixed location, the 60 watt station notifies two-way cars held several blocks away from the scene as to the direction of travel of the Subject, forwarding any instructions which should be given to the two-way cars in order that they may pick up the surveillance properly. The two-way cars should have at least one Special Agent equipped with miniature transmitting and receiving equipment available in order to cover the surveillance should the Subject suddenly go into a building. In this manner, the Subject is adequately covered either walking or riding. If while the Subject is walking, it being noted that he is covered at all times by a Special Agent having a miniature transceiver, he suddenly bolts into a cab, notwithstanding immediate coverage by the trailing two-way car, the latter and the Special Agent on foot can freely converse as to effecting arrangements to unite later. Without radio communication, this situation would result in a great loss of time inasmuch as Special Agents in the car must necessarily leave Special Agents on foot in circumstances of this nature without the benefit of instructions as to further action which would be taken. In this system, coverage is provided at all times.

2. Raids

Covered by miniature transceivers, handy-talkies, walkie-talkies, two-way cars, 60 watt stations, and 250 watt stations. It is believed that the structure as outlined above used in its entirety, or partially, in most raids of any importance would be effecting real communication between Special Agents, groups of Special Agents and supervisory officials. For example, in a hypothetical raid which would necessitate five small groups of men, two road-blocking cars and one emergency car, the following equipment could be utilized, it being noted in conducting raids of this nature, without the use of radio, that individual squads have no knowledge whatsoever of the progress and activities of other squads unless they can be seen. This is generally not the case. In using radio, road-blocking cars equipped with two-way FM transmitters and receivers are enabled to follow the progress of the raid even though the individuals within the cars are unable to see the action. Individual squads would be equipped with handy-talkies or walkie-talkies, with one man equipped with a miniature transceiver. Handy-talkies could be used with those squads experiencing a maximum of movement, whereas cover squads could readily utilize the FM walkie-talkies. Control over the entire area would be assured by the 250 watt transmitter operating from the station wagon, being used as a control headquarters. In lieu of the 250 watt station, a 60 watt station might be employed in some cases where the area involved is fairly small and access could be gained into a building having 110 volts power and the required telephone facilities. As the raid progresses, changes from the original plan, such as

unforeseen obstacles or progress impediments, could be broadcast by the individual squads, two-way blocking cars being advised of the development and relaying to headquarters. The headquarters station could issue any change of plan reflecting the new procedure to be followed, depending, of course, upon the developments as they occur. Direct reports of the development received at the headquarters station could be made available to the Special Agent in Charge or to the Bureau by means of land-line connection. Real communication can be effected if necessary to local or state police radio facilities by utilizing the receivers in the station wagon to receive the agencies involved, whereas these agencies could receive our signals, if we so desire, by our furnishing them a receiver fixed on our own frequency along with a temporary antenna. This installation could be made in a matter of minutes, its desirability, of course, depending upon the nature of the case.

3. Terrain Searches

Covered by walkie-talkies, handy-talkies, and 250 watt equipment. In many cases it is necessary to conduct intensive searches over extensive terrain areas where intervening hills and wooded areas isolate individual groups of Special Agents. In order to adequately control these groups from a central point, it is necessary to first set up a central control station such as the 250 watt equipment installed in a station wagon completely independent of any local power sources and having each squad or group of men adequately equipped with either the handy-talkie or walkie-talkie equipment. In covering areas of this nature, considerable time is lost due to the fact that there exists no formal means of communication between groups of Agents and, further, that there are no current instructions available to these groups from a central headquarters position. It further provides each group with a means to separately and expeditiously call for additional supplies, equipment, charters, or Agents assigned to plotting various areas.

4. Extortion Cases

Covered by miniature transceivers, handy-talkies, walkie-talkies, 60 watt transmitters, and two-way cars. Most extortion cases lend themselves beautifully to the application of real radio communication such as is outlined in this report inasmuch as the activity generally occurs within a relatively confined area. It is noted that any number of units such as described in this instance can be operated in said area without interference to the others. For example, the miniature transmitting equipment can be utilized on the person of the Agent impersonating the extortion victim, offering an opportunity to relate in detail the progress of the extortion pay-off to those Agents who are monitoring this single-channel frequency. The handy-talkie can be utilized in many instances where an Agent is concealed at some point overlooking the pay-off spot, which point may be in a confined, practically inaccessible area as far as the inclusion of heavier equipment is concerned, or which may even be from a roof top or other point of vantage not readily lending itself to the application of heavier equipment. From a point such as described, this Agent would be able to watch the pay-off spot and advise other Agents having in their possession handy-talkies, walkie-talkies, 60 watt equipment, or two-way car equipment. Also in covering the pay-off spot, it may be possible to establish radio facilities within a

warehouse or some other suitable location overlooking the spot, but having no 110 volt power facilities. In these instances the FM walkie-talkie furnishes excellent coverage, along with the additional feature of being able to operate from its own source of power. In those cases where 110 volt current is available at a spot convenient to the extortion pay-off, then it would be highly desirable to utilize the higher powered 60 watt portable FM station equipment to broadcast information to other Agents having FM handy-talkies, FM walkie-talkies, or FM two-way car facilities. In most cases the two-way car will play an important part, staying back from the actual pay-off point, taking instructions from the walkie-talkies or 60 watt equipment, which in effect will notify these cars to close in on the extortion pay-off spot and apprehend the extortionist at the appropriate moment.

5. Road Blocks

Covered by two-way cars and walkie-talkies. In those instances in which road blocks are used, it is pointed out that invariably these conditions require operation at widely separated points. In order to keep abreast of fast-moving events, it is practically imperative that the various groups operating each road block be able to communicate between themselves and any other group which is associated with the blocking cars. In order to handle this situation, it is proposed that the two-way, 50 watt FM equipment be utilized with any associated cover groups operating FM walkie-talkie equipment as these groups would in each instance be fairly close to the road block cars themselves.

6. Hijacking Cases

Covered by 60 watt transmitting units, two-way cars, and walkie-talkies. In those cases in which 110 volt power is available, it is desirable to install the 60 watt portable FM stations wherever possible to cover this type of case, it being noted in many instances that as many as two or three of the 60 watt stations will be required. These stations can communicate with each other and with the two-way cars covering the various routes to be taken by the hijackers. In addition, it may be important to have certain groups on foot operating in and about various warehouses and other facilities associated with the trucking concerns, which groups should be supplied with the FM walkie-talkie. The contact can, in this manner, be carried out between the groups, those in two-way cars and those in fixed positions operating the 60 watt equipment. Here again the 60 watt equipment should be placed in close proximity to telephone facilities wherever possible in order that direct contact with the supervising office may be had.

7. Confidential Installations

Covered by miniature transceivers, two-way cars, and 60 watt transmitters. In confidential installations such as the placing of microphones or investigations calling for the presence of an Agent in a room in which the subject may return at some undetermined time, it would seem imperative from the investigative standpoint that radio be utilized in order to safeguard the Agent who is performing this assignment. This can be accomplished readily by covering the possible approaches either from fixed plants or from mobile units operating either the 60 watt portable equipment or the FM two-way car equipment in such a manner that proper warning

could be given to the Agent within the building upon the reappearance of the Subject. These broadcasts would be picked up by the Agent inside the room who is wearing the miniature transmitter and receiving equipment and received by means of the hard-of-hearing ear plug. In this manner, by utilizing the two-way cars and the fixed transmitters whenever possible, it is contemplated that adequate coverage can be afforded to these Agents proceeding on confidential installations of the nature mentioned.

8. Contacting Confidential Informants

Covered by miniature transceivers, two-way radio cars, and 60 watt portable stations. In some instances it has been found that isolated areas such as the end of docks or piers have been chosen by confidential informants as the point where they would desire to meet the interviewing Agent prior to divulging any confidential information. From time to time it may be desirable to pick up that conversation by means of the microphone attached to the miniature transceiver and rebroadcast the information, which can be picked up on the receivers of either two-way cars or portable 60 watt station units installed or standing by in that area. This conversation, if desired, can be rebroadcast by the heavier transmitting equipment such as the 60 watt units and picked up directly at a point where recording facilities are available.

9. Sabotage Scenes

Covered by walkie-talkies, handy-talkies, and two-way cars. Here again the problem is similar to that of adequately coordinating and covering a large area involving many Special Agents and subject to general alarm and confusion. In these instances it is possible, by means of the FM handy-talkies which can be carried by Agents or the FM walkie-talkies assigned to groups of Agents, to communicate from one extent of the area to another and also communicate with two-way cars assigned as central stations at the extremes of the affected areas. In these cases involving large areas or large sites covering extensive areas, it is impossible for Agents at one end of the area to communicate instructions or inquiry without making physical contact with the other Agents inasmuch as telephone facilities generally are obliterated in situations of this nature. Radio communications, of course, are independent of these local conditions.

10. Train Wreck Sites

Covered by 250 watt FM station wagon units and FM walkie-talkie units. It is noted that situations of major disaster proportions, such as train wrecks, frequently cover many hundreds of yards in linear distance, necessitating extensive movement between Agents covering the district, many times incurring great losses of time inasmuch as no means of communication exists from one end of the scene to the other. In order to guard the physical evidence being preserved at the scene and in order to meet situations as they arise along various sectors of the wreck, it is imperative that radio equipment be brought into play. In these cases it is believed that the use of several walkie-talkies of the FM type would adequately cover the average situation and provide real communication between Agents. Should the scene be such as to require extended physical coverage of the wreck area, then it is recommended that a 250 watt unit be rushed to the scene and set up to control the area. Further, this expedient would afford an outlet through local and state police channels should such aid be required.

SJT:alm

February 17, 1945

THE DIRECTOR

The Executive Conference, consisting of Messrs. Tolson, Glavin, Nichols, Rosen, Ladd, Hendon, Acers and Tracy, considered a question raised by Agent Supervisor Hallett concerning the return of fingerprint cards to the Maritime Service, and a suggestion by Mr. Quinn Tamm that the Maritime Service be advised that in the future fingerprint cards transmitted by them for search against the Identification Division files will be retained in the Bureau; otherwise, it will not be possible for the Bureau to conduct such fingerprint searches.

The Conference was advised that the Identification Division handled and returned 28,677 Maritime Service prints during the second quarter of the fiscal year 1945. On February 2, 1945, 735 fingerprint cards were returned to the Maritime Service. These fingerprint cards have been returned upon specific request. The Marine Corps, Navy and Coast Guard also request fingerprint cards to be returned; however, in the case of these agencies, the fingerprint cards are duplicates and are returned as a matter of cooperation. Mr. Quinn Tamm states he believes the fingerprint cards from the Maritime Service are of members of the National Maritime Union; further, that the Maritime Service is establishing its own fingerprint files, such files being built up with fingerprints that have been searched in the Identification Division and returned.

The Coast Guard has ruled that with reference to individuals in the Maritime Service applying for licenses, marine licenses will not be approved unless the fingerprints have been cleared with the FBI. This ruling of the Coast Guard is probably responsible for the fact that the fingerprint cards are furnished to the FBI at all.

The Conference desires to point out to the Director that we apparently have a situation similar to that of the Federal Communications Commission fingerprinting program, concerning which the Director is familiar. Accordingly, the Conference unanimously recommends that a letter be sent to the U. S. Maritime Service advising them that in the future the fingerprint

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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MEMORANDUM FOR THE DIRECTOR

February 17, 1945

cards transmitted by their organization to the Identification Division for a search against its files will be retained in the Identification Division because of the large administrative cost in the special handling required to return them.

If you approve, there is attached such a letter.

Respectfully,
For the Conference

C. A. Tolson

E. A. Tamm

Attachment

CC: Mr. Clegg
Mr. Hendon

- 2 -

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

N:aml

THE DIRECTOR

February 17, 1945

The Executive Conference

The Executives Conference consisting of Messrs. Tolson, Ladd, Clegg, Hendon, Tracy, Egan, Pennington, Glavin and Nichols considered Mr. Nichols' request for approval to purchase primary and secondary guides in the amount of \$5,705.73. The schedule of purchases is as follows:

| | |
|------------------|----------------|
| Primary Guides | 32,630 |
| Secondary Guides | |
| Given Names | 41,374 |
| Disc. Black | 20,359 |
| Disc. Red | 722 |
| Black Names | 16,150 |
| Red Names | 854 |
| End Guides | 3,854 |
| Classification | 1,420 |
| Cross Reference | 1,420 |
| States & Foreign | 972 |
| | <u>122,442</u> |

The Conference unanimously approved the foregoing request.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

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DATE 7/27/92 BY SP5CJ/bcc

CC-Mr. Hendon
CC-Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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THE DIRECTOR

February 17, 1945

THE EXECUTIVES' CONFERENCE

The Executives' Conference, those present being Messrs. Tolson, Long, Ladd, Nichols, Hendon, Tracy, Gurnea, Pennington, Glavin and Clegg, considered a suggestion made that all Bureau classes for Special Agents be held daily from 9 A.M. to 6 P.M. instead of from 9 A.M. to 9 P.M. as at present, and on Sundays from 1 P.M. to 6 P.M. which is the present requirement.

In-Service Classes:

Reduction in hours

In-Service Classes begin Monday at 9 A.M. On the opening Monday the class is dismissed at 5:30 P.M. so that they can purchase equipment which will be needed at Quantico and so that they can locate a place of residence upon their return from Quantico. They then go to Quantico Monday night departing from the Justice Building at 7 P.M. The class then returns from Quantico the following Monday night by bus at 9 P.M. On the following day, Tuesday, the class is dismissed at 4 P.M. to enable them to take care of any personal matters in Washington, to permit them to get hair cuts and the like, and on Saturday, the final day here, the class is dismissed at 4:30 P.M. For the 7 days the class is at Quantico, they are in class for $\frac{1}{2}$ day and on the range for $\frac{1}{2}$ day, the class sessions being from 9 A.M. to 9 P.M. usually. Occasionally the cleaning of guns will continue after this hour when necessity demands. The additional 3 days while in Washington the class is in session from 9 A.M. to 9 P.M.

To have the class daily in session from 9 A.M. to 6 P.M. can be accomplished by making the following reductions:

| <u>SUBJECT</u> | <u>TIME</u> | <u>AMOUNT OF TIME CUT</u> |
|--|--|---------------------------|
| Japanese and Non-European Language Groups | 1 hr. to $\frac{1}{2}$ hr. | $\frac{1}{2}$ hour |
| National Socialism and Voorhis Act | 1 hr. to $\frac{1}{2}$ hr. | $\frac{1}{2}$ hour |
| Interviews and Reports | 4 hrs. to 2 hrs. | 2 hours |
| Sedition, Treason and Neutrality Matters | 1 $\frac{1}{2}$ hrs. to 1 hr. | $\frac{1}{2}$ hour |
| Practical Work with Technical, Sound and Radio Equipment | 9 $\frac{1}{2}$ hrs. to 7 $\frac{1}{2}$ hrs. | 2 hours |

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC. Mr. Clegg

Mr. Hendon

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| | | |
|---|--------------------|----------------------|
| Panel Forum - Records and Communications Division | 2 hrs. to 1 hr. | 1 hour |
| Communist Matters | 8 hrs. to 6 hrs. | 2 hours |
| Firearms Training | 28 hrs. to 22 hrs. | 6 hours 17½ hours |

These cuts were approved by Mr. Ladd, Mr. Nichols, Mr. Glavin and Mr. Pennington for Mr. Rosen.

Mr. Clegg, after conferring with the firearms training staff at Quantico, did not feel that firearms training should be reduced but if it should be desirable to reduce this amount of time it would be necessary to break the class up into smaller groups and instead of Mr. Sloan and 4 supervisors to give the training as presently required, Mr. Sloan and 6 supervisors will be required in order to give the same amount of shooting in reduced time.

Mr. Clegg desires to point out that there is a present need for training in physical condition and in defensive tactics which should require one hour per day for the 13 days that the In-Service men are here. This would provide courses for the men in calisthenics and the exercises they should take personally in order to keep in good physical condition and would give them more training than is now possible in defensive and combat tactics such as those recommended recently by an Agent from San Diego. Any saving of time from the above listed subjects could be profitably spent on this type of instruction and thus the classes would continue on the present schedule, if such training is given.

The Executives' Conference considered this and all members except Mr. Clegg favored the reduction of the schedule from 9 A.M. to 9 P.M. as at present to 9 A.M. to 6 P.M. daily, the reasons being that there are a number of complaints from personnel indicating that the hours are too long. Also from a standpoint of fatigue there was believed to be very little benefit comparatively from the training given from 7 to 9 P.M. after the dinner hour. It was felt that it would improve morale and not seriously retard the progress of the Agents as far as information and instruction are concerned.

Mr. Clegg felt that the physical training and instruction in defensive tactics is highly desirable and the time that can be given up from other subjects could be profitably utilized on physical and combat training and this also would break up the monotony of the classroom work. Further he believed that particularly in Washington, the Agents should be under closer control than when they have no specific evening assignments, also it would reduce to a minimum the inclination toward various types of parties, including poker and gossip parties, and during war-time particularly it is believed whatever benefit in the way of training that can be given to the Agents while they are here should be given them. It is noted that on 3 of the 6 days the In-Service Class is in Washington, they work until 9 P.M. On one day they catch a train; on another day they make room reservations and depart for Quantico and on one day they have the late afternoon and evening off for personal matters. This is not too tough for 2 weeks although there are indications that "toughening up" is needed.

Major Case School:

The second one of 4 schools is now in session and 2 others will follow it.

In order to accomplish the purposes of having this class work from 9 A.M. to 6 P.M. instead of from 9 A.M. to 9 P.M. as at present, the following are methods by which this may be done:

| <u>SUBJECT</u> | <u>PRESENT TIME</u> | <u>PROPOSED TIME</u> | <u>TIME CUT</u> |
|--|-------------------------|--------------------------|-----------------|
| Searches of Persons - Practical Work | 4 hours | 2 hours | 2 hours |
| Hairs and Fibers | 1½ hours | 1 hour | ½ hour |
| Surveillances and Plants | 3 hours | 2 hours | 1 hour |
| Laundry Marks | ¾ hour | ½ hour | ¼ hour |
| Glass Fractures | ¾ hour | ½ hour | ¼ hour |
| Sound and Technical Equipment | 10 hours | 8 hours | 2 hours |
| Searches of Places Outdoors | 10 hours | 8 hours | 2 hours |
| Supervision of Equipment | 6 hours | 1 hour | 5 hours |
| Raids | 10 hours | 8 hours | 2 hours |
| Casting, Photographing, and Photostating | 10 hours | 8 hours | 2 hours |
| Arrests - Practical Work | 10 hours | 8 hours | 2 hours |
| Kidnaping - Practical (If it is desired to restrict the handling of the practical kidnaping cases to the hours of from 9:00 to 6:00 it will be necessary to make a reduction from 76½ hours, to 64½ hours.) | 76½ hours | 76½ hours | -0- |
| Firearms Training (If it is desired to reduce this time, the reduction required to conclude the work at 6:00 P.M. would be from 40 hours to 32 hours - a reduction of 8 hours.) | 40 hours | 40 hours | -0- |

The same arguments favoring this reduction in time that are listed above for In-Service Classes apply here.

The Executives' Conference, all except Mr. Clegg, recommended that the class be brought down to a 9 A.M. to 6 P.M. basis instead of 9 A.M. to 9 P.M. Mr. Clegg felt that the Major Case Squad should be trained to do the job and if on certain nights the problem is unsolved and even longer than 9 P.M. is desired, the class should be required to continue. Based upon the performance of the first group at Quantico it would merely be "permission" that is needed for they did work some of them far past 9 P.M. in order to accomplish the specific objectives in the practice cases. Since the class is here for over 3 weeks, Saturday nights after 6 P.M. Mr. Clegg thought might well be given them.

It was pointed out that if the firearms training is to be cut the class will have to be broken into smaller groups and 3 additional instructors will be needed for the period of time the class is on the firearms range in order to give them the same amount of shooting within a shorter period of time. The students taking Major Case Training are not to be called in during the same time of the year for In-Service Training and the physical and combat training could well be given to them just as to In-Service Agents if this were approved.

Accountants in In-Service Classes:

In the past it has been the practice to hold accountants over for an additional day for training and conferences on accounting work. In view of the increased instruction in the regular In-Service curriculum for the benefit of accountants, Mr. Rosen has recommended that the accountants be held over an additional 2 hours on the closing day of In-Service Training instead of for the full day. This would mean that the regular Agents would leave on the closing day of In-Service Training at 4:30 P.M. and accountants would be held over 2 additional hours or until 6:30 P.M. for conferences with accounting supervisors. Some of them would be unable to catch 6:30 trains and would have to catch trains later in the evening or on the following day. This was unanimously approved by those present.

Respectfully,
FOR THE CONFERENCE

*I am inclined to change
my views and
go along with Clayton
2/22*

Clyde Tolson

E. A. Tamm

*Support majority
view*

H.

THE DIRECTOR

February 3, 1945

THE EXECUTIVE CONFERENCE

#323,013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/27/92 BY SP5CJ/bce

It was proposed to the Executive Conference consisting of Messrs. Tolson, Glavin, Tracy, Hendon, Rosen, Deers, Ladd, Nichols, and Long, that the present rule be changed which prohibits the Laboratory from forwarding to outside contributors the information contained in the Identification Division relative to an individual unless a positive identification is made between that individual's handwriting and the handwriting on the submitted evidence, this being where the search for such material is initiated by the Laboratory.

In this connection you will recall that Executive Conference memorandum to you dated December 29, 1944, considered the whole question of the policy to be followed in advising police agencies when identifications or possible identifications are effected in the Laboratory with fingerprint cards of either criminals or applicants. At that time it was pointed out that a police agency usually submits a handwriting specimen such as a bad check and asks that it be searched against our bad check file, and sometimes requests that the handwriting specimen be compared with the handwriting (also furnished by the police agency) of certain suspects, which phases of examinations present no problem in reporting. However, it was also pointed out that in addition to doing that which is requested by the police, the Laboratory, whenever possible, also has a name search made in the fingerprint files, and the handwriting on the bad check is then compared with the handwriting appearing on both criminal and applicant fingerprint cards of persons having names similar to that used on the check, resulting in a number of rather good identifications and the solution of many police cases, since the police had no suspect in mind at the time.

The question as to the propriety of furnishing to the police these identifications when checked with applicant fingerprint cards was raised as well as the question as to the soundness of furnishing the police any information when the Laboratory is unable to make a positive identification but does reach a no conclusion and desires additional writings of the individuals. These questions were raised due to the danger that the police might misconstrue or improperly interpret the Laboratory's no conclusion and suggestions for additional specimens and take positive action and arrest the individual. If the individual is subsequently established innocent then the police might take an out by stating that the FBI indicated to them that he was a likely suspect.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Mohr
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease
Mr. Gandy

As a result of the consideration of these matters approval was granted for the police to be advised relative to positive handwriting identifications whether they involved writing on criminal or applicant fingerprint cards. However, with reference to those cases where the search is initiated by the Laboratory and the handwriting comparison results in a no conclusion, it was approved that the police should be advised merely that upon the basis of the limited amount of writing on the fingerprint cards which were studied it was

66-2554-8

Memorandum for the Director

February 3, 1945

not possible to positively identify in our fingerprint files the writer of the questioned check. However, where the contributor requests that the submitted questioned material be compared with the writing on specific fingerprint cards, then this is handled as though examining any other known and questioned material and the agencies advised of the conclusions reached. No conclusion findings under any conditions are, of course, made known to our field divisions with appropriate explanation.

Since this rule has been placed in effect it was pointed out to the Conference that it appears rather obvious that the Laboratory is prohibited from making available to police agencies rather worth while information which comes to the attention of the examiner during the course of such examination. A typical example was submitted where the sheriff of De Baca County at Ft. Sumner, New Mexico forwarded a fraudulent check written by one C. A. McIlroy who is supposed to live in the vicinity of Lubbock, Texas, but they had been unable to locate anyone by that name in that section of the country. The only request made was "will you please check your fraudulent check file and if possible give us some information on this subject. To have no other description --." From searching the name C. A. McIlroy, which appeared on the check, through the Card Index Section of the Identification Division, a fingerprint record was located for one C. A. McIlroy who had been arrested in 1937 in Childress, Texas, for vagrancy and in 1938 at Amarillo, Texas, for "hot checks". The document examiner in making a handwriting comparison between the name C. A. McIlroy which appeared on the fraudulent check, which by the way was for \$328.00, and the signatures which appeared on the fingerprint cards was unable to reach a definite conclusion as to whether this individual had prepared the check, although there were characteristics present suggesting the desirability of obtaining additional specimens. Since this search was instituted by the Laboratory, and in view of the recent rule, the Laboratory is not at liberty to furnish this information to the sheriff.

Another example was presented where the police department at Anderson, Indiana, sent in a fraudulent check advising that one Arlene Murphy and one Eddie Turnbough had been tentatively identified as the passers of this check, the information being that they were married. Another check was subsequently submitted in the same matter. The Laboratory initiated the search of the names appearing on these checks in the Card Index Section of the Identification Division which produced the fingerprint jacket of Delmar Curtis Turnbough, and the endorsement on one of the checks was concluded to have been written by him. Nothing was located as to the other check although a name search on Arlene Murphy turned up her fingerprint jacket which gave considerable worth while information relative to her, reflecting her address at one time as Anderson, Indiana, which appears very possibly to be the same Arlene Murphy referred to by the Anderson, Indiana, Police Department. Under the present rule the information on Arlene Murphy cannot be sent out.

It was, therefore, proposed to the Conference by Mr. Long that the Laboratory be permitted to send out to police departments information from the criminal files of the Bureau on individuals where in the opinion of the examiner, due to all the information available together with his handwriting, the examiner has reason to believe that there is a possibility

Memorandum for the Director

February 3, 1945

that such individual is responsible in the matter. It was suggested, however, that the furnishing of this information should in no way be tied in with any handwriting examination and should be forwarded with proper precautionary advice to the police department. It is then possible for the police department to use this information for investigative leads and where photographs are available perhaps by displaying the photographs secure a positive identification. It was suggested that after using the phraseology that it was not possible to positively identify the writings on the questioned material with the writings on the fingerprint cards that using the Hollroy case as an example, the following be stated:

"However, the following information is being furnished to you as being of possible investigative assistance in your efforts to identify the passer of this fraudulent check. The fact that this information is being furnished to you is in no way to be construed by you as an indication that there is definite reason on the part of this Bureau to believe that the individual mentioned below is identical with the passer of this fraudulent check. Based upon the information furnished by you, the information derived from the fraudulent check and the information contained in his fingerprint record, it is possible that one G. A. Hollroy, FBI #1200150, could be identical with the passer of the check in question. Investigation of this individual by your department may develop information which will show whether Hollroy did or did not have anything to do with the passing of this check. His criminal record, as shown in his fingerprint record, is set forth below:"

All members of the Conference present with the exception of Mr. Tracy were unanimous in their belief that such information should be sent to the police and felt that with the precautionary statement set forth above no embarrassment could result to the Bureau. Mr. Tracy, however, was still against this, feeling that there is still a possibility that police departments would throw somebody in jail and say that the FBI named them as the guilty party. The majority of the Conference felt that it could be construed as dereliction on the part of the Bureau when in such cases we do not pass the information on which in many cases will result in a saving of investigative time on the part of the police and a solution of a case which would otherwise go unsolved.

If approved, this procedure will be instituted in the Laboratory immediately.

Respectfully,
For the Conference

Elyde Tolson

cc-Mr. Clegg
Mr. Hendon

H. A. Tamm

AL:WV

THE DIRECTOR

12/18/44

THE EXECUTIVE CONFERENCE

36704

LOG UTILIZED FOR TECHNICAL SURVEILLANCES

The Executive Conference on December 18, 1944, with Messrs. E. A. Tamm, Glavin, Tracy, Mumford, Long and Rosen in attendance unanimously approved the recommendation that the present log being maintained and utilized for technical surveillances be changed in view of the fact that it can be easily identified as property of the FBI. As it is the policy to prohibit the use of any material which would definitely identify the equipment as belonging to the FBI and as serial numbers of all technical equipment are removed and other precautions taken, the appearance of the present log could be identified as property of the FBI, particularly because of the number FD-87 which is used on the form and is a number utilized exclusively by the Bureau. It is also noted that the present log provides for space for the names of the Agents on duty and Agents initials. The new log will eliminate this identifying data.

If approved the log will be revised and the new log will be transmitted to the field with instructions to the field offices not to utilize the old log but to immediately institute the use of the new log which is herein provided.

Respectfully,
For the Conference

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/27/92 BY SP-1/6/92

Clyde Tolson
Assistant to the Director

E. A. Tamm
Assistant to the Director

Attachment

cc-Mr. Hendon
Mr. Clegg

RECORDED

66-2554-3517

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

12-8

FEDERAL BUREAU OF INVESTIGATION

FEB 22 1945

100

COPY: JAT

OFFICE MEMORANDUM
HHC:amr.

UNITED STATES GOVERNMENT

TO : THE DIRECTOR
FROM : THE EXECUTIVES' CONFERENCE
SUBJECT:

~~CONFIDENTIAL~~

DATE February 17, 1945
) Exec. Conf. of 2/15/45)

36702

#323013 2/25/45
Classified by SP5UB/BA
Declassify on: OADR

The Executives' Conference, those present being Messrs. Tolson, Glavin, Gurnea, Tracy, Nichols, Hendon, Ladd, Long and Clegg, considered the communication from the State Department transmitting the note from the Chinese Ambassador requesting favorable consideration for Mr. Chu Kwang-Shee to attend the FBI National Police Academy for the term beginning in April, 1945. The State Department inquired as to the nature of the reply to be made to the Chinese Ambassador.

The Ambassador's note describes Chu Kwang-Shee as a police officer sent by the Chinese Government for training in the United States. He is now in training at Northwestern University Traffic Institute where he will finish his course in the early part of April.

Referral/Direct

Also in the same group was Sheng-Shee Zee, born October 10, 1916, in Chekiang and destined for Washington, D. C. and who subsequently graduated from the FBI National Police Academy.

RECORDED

A Bureau supervisor contacted Messrs. Willys R. Peck, Cultural Relations Division, and Paul T. Meyer, Far Eastern Division of the State Department, and they advised that General Tai Li was one of the most powerful Chinese in China and rates second only to Chiang Kai-shek; he was described as a most unscrupulous individual and employs certain tactics which are repugnant to other intelligence agencies throughout the world, and both informants personally know of a number of assassinations sponsored by one or more of the organizations under Tai Li's control although they did not believe that Tai Li was more anti-American than Chiang Kai-shek. However, they advise that it would prove embarrassing to the State Department and the Bureau if Zee (the Chinaman who has already graduated from the FBI National Police Academy) were not afforded the promised training.

cc. Mr. Clegg, Mr. Hendon

~~CONFIDENTIAL~~

Mr. Meyers was of the belief that this group of police officers might be undercover operators to check on Chinese elements in the USA. ~~(S)~~

The Executives' Conference unanimously felt that some method should be found of refusing to accept Chu Kwang-Sue or any of the rest of this group in the NPA. This could be done by pointing out to the State Department that the Bureau had followed the policy just as it had with England of training one select representative so that this representative could impart the benefits of his training to other students and personnel at the Chinese Central Police Academy and, therefore, it did not appear to be necessary for this individual taking the course, which is designed primarily to teach police methods to American police executives and instructors, and to accept an additional representative would preclude the acceptance of an American police officer in the same class. If this is approved, there is attached hereto a letter to the State Department accordingly. ~~(S)~~

36703

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC..Mr. Clegg
Mr. Hendon

ok
18

~~CONFIDENTIAL~~

FEDERAL BUREAU OF INVESTIGATION
FOIPA
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